Straight2Bank

Standard Chartered

Straight2Bank Web
Trade Transaction Initiation

User Guide

Here for good

wholesalebanking.standardchartered.com

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Preface

This document has been prepared exclusively for the benefit of users of Trade Transaction Initiation service, to familiarize them with the usage of the channel and does not carry any right of publication or disclosure other than to the users. The information contained in this document is based on the present features available in Trade transaction initiation and is subject to change without any notice to the users. The look and feel of the screen shots presented in this document is also subject to change without any notice to the users. The contents of this document should not be used for any other purpose without the prior written consent of Standard Chartered Bank Limited.

1 Introduction

1.1 Scope of This Document

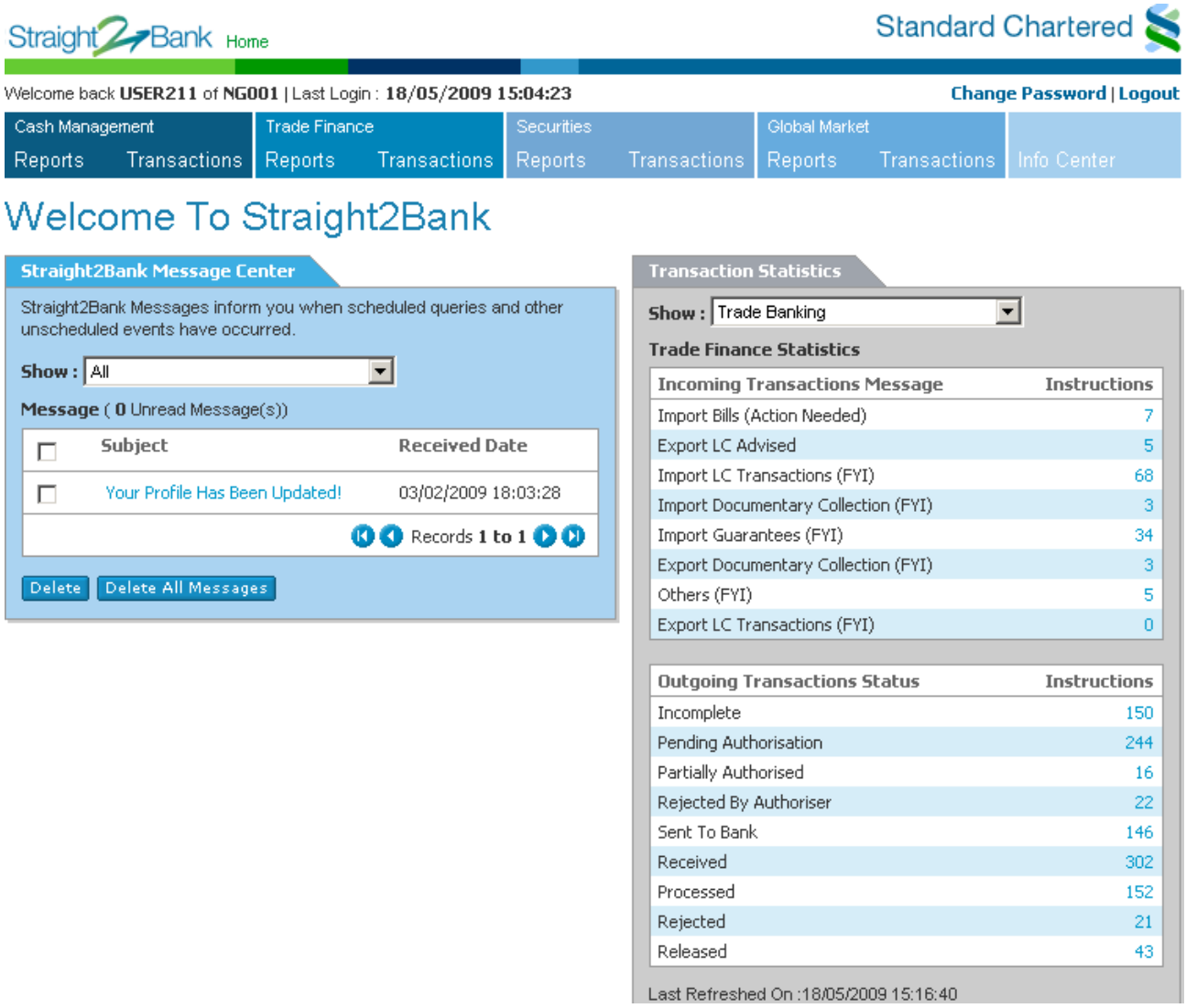
This user manual contains required information which will help the user to get familiar with the Trade Transaction Initiation application. It will guide the user in navigating through various screens for different products. It will be the reference for users whenever they require any information on purpose of screens, screen contents in the Trade Initiation Application. Although the customer will log into Trade Initiation via the Straight2Bank login page, the scope of this document will be limited to functions of Trade Initiation only and does not cover any scope of Straight2Bank.

1.2 Products

- Import Letter of Credit (LC) Issuance
- Import Letter of Credit (LC) Amendment
- Import Collection
- Import Bills Under LC
- Standby LC Issuance
- Standby LC Amendment
- Guarantee Issuance
- Guarantee Amendment
- Shipping Guarantee
- Export LC Advising
- Export Collection
- Export Bills Under LC
- Export Direct Collections
- Transaction Message to Bank

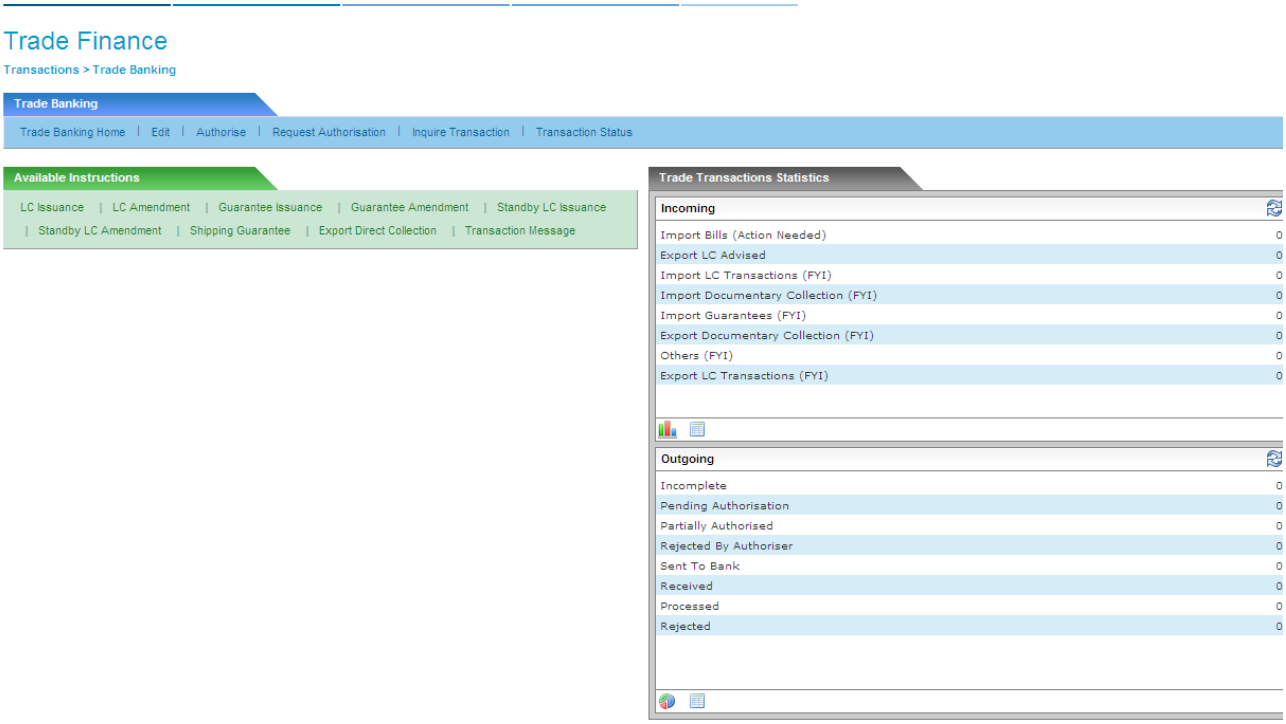
2 Trade Banking Homepage

Straight2Bank customers have access to Cash Management, Trade, Securities and Global Markets. The four different Business Units are represented by four tab sections at the top of the Home Page (Screen 2.0). Each of these four tabs has two links, the Reports and Transactions. The user can roll over the mouse on the links to see the full menu available under each of the sections and click on the desired link in the menu to proceed with the transaction initiation.



Screen 2.0

To work on Trade Finance transactions click on the Trade Banking link in the Transactions tab. The user will be navigated to the “Trade Banking Home Page” (Screen 2.0.1) and then proceed to choose from the links in this page.


Trade Finance
Transactions > Trade Banking
Trade Banking
Trade Banking Home | Edit | Authorise | Request Authorisation | Inquire Transaction | Transaction Status
Available Instructions
LC Issuance | LC Amendment | Guarantee Issuance | Guarantee Amendment | Standby LC Issuance
Standby LC Amendment | Shipping Guarantee | Export Direct Collection | Transaction Message
Trade Transactions Statistics
Incoming
Import Bills (Action Needed) 0
Export LC Advised 0
Import LC Transactions (FYI) 0
Import Documentary Collection (FYI) 0
Import Guarantees (FYI) 0
Export Documentary Collection (FYI) 0
Others (FYI) 0
Export LC Transactions (FYI) 0
Outgoing
Incomplete 0
Pending Authorisation 0
Partially Authorised 0
Rejected By Authoriser 0
Sent To Bank 0
Received 0
Processed 0
Rejected 0

Screen 2.0.1

The Trade Banking consists of three main components:

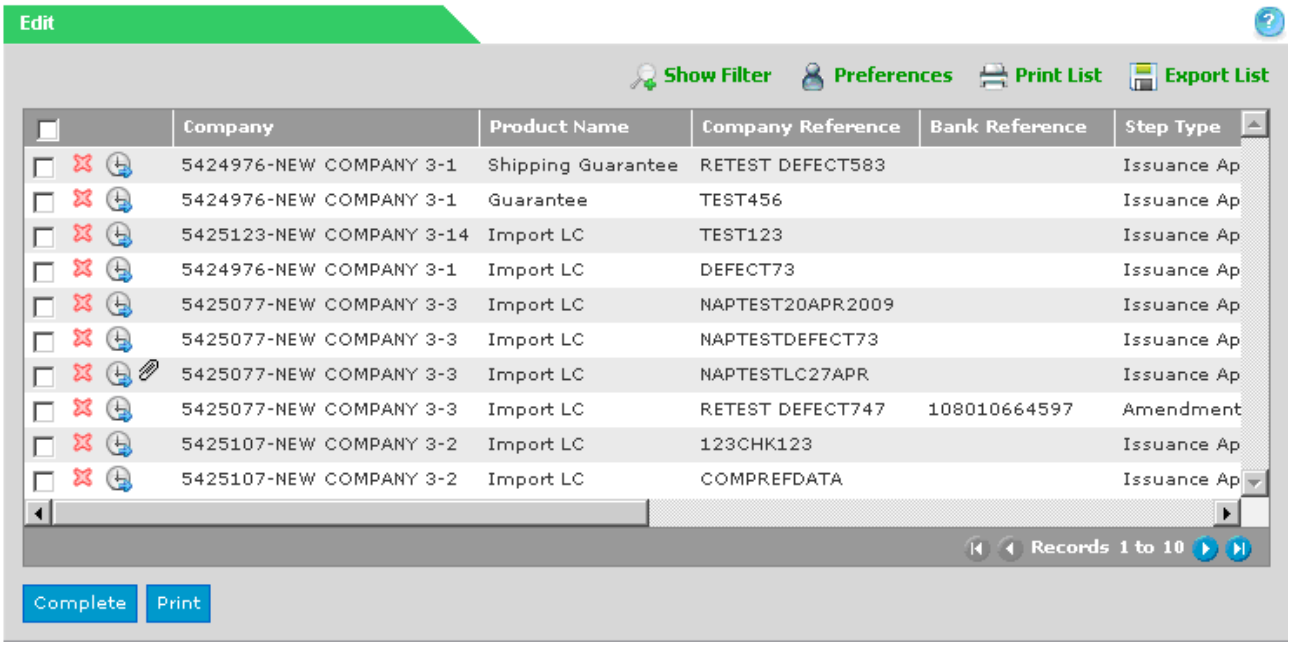
1. Blue Task Bar - The user is able to perform different tasks related to their transactions like Edit, Authorize and Inquiry.
2. Available Instructions - The home page provides the user to create and send new instructions to the bank.
3. Trade Transactions Statistics - It provides users with a tabular and graphical view on their trade transactions from the Trade Statistics section.

The links present on the blue task pane correspond to various tasks such as Edit and Complete Instruction, Authorize and Inquire. The task bar is controlled by access rights provided to the user. For example, a user might have rights only to 'Edit/complete instructions' and 'Inquire', whereas an Authorizer might have rights only to Authorize. So the tasks that are available for a user will vary depending on his rights. The functionality of these links is described below.

Link	Description
Edit	Clicking this option allows you to view all transactions which have the status of "Incomplete" / "Incomplete – Validated" / "Complete" / "Pending Authorisation" / "Rejected by Authoriser". You may edit a particular instruction by clicking on the transaction directly or selecting the check box besides the transactions and clicking on the "Complete" button. Users can either select one or many transactions at the same time to perform the Edit operation.
Authorise	Clicking this option will display all the transactions which have the status of "Pending Authorization" and "Partially signed". Users can either select one or many transactions at the same time to perform the Authorise operation.
Request Authorisation	Clicking on this option allows the user (transaction creator) to remotely authorize on behalf of the approver if the approver is not available to authorize the transactions online on the internet. For Remote authorization service, the input user (operator) will get the challenge code online and ask authorizer for response. The authorizer will key the challenge code in the Vasco Token and generate response code to operator, who will approve the transaction online.
Inquire Transaction	Clicking on this option will display a list of transactions including the history of the previous transactions. Transactions can be selected by clicking on any transaction directly to view the detailed transaction steps and the status.
Transaction Status	Clicking on this option will display a list of latest transaction done for that particular product. Transactions can be selected by clicking on any transaction directly to view the details.

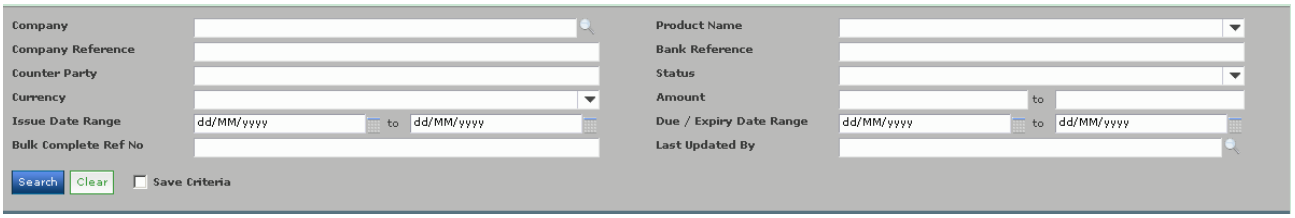
2.1 Edit Instructions

Clicking on this option takes you to a new screen (screen 2.1.0) where the user can select one or more transactions and click on the complete button to submit the transaction to the bank.


Edit
Show Filter
Preferences
Print List
Export List
Company
Product Name
Company Reference
Bank Reference
Step Type
5424976-NEW COMPANY 3-1 Shipping Guarantee RETEST DEFECT583 Issuance Ap
5424976-NEW COMPANY 3-1 Guarantee TEST456 Issuance Ap
5425123-NEW COMPANY 3-14 Import LC TEST123 Issuance Ap
5424976-NEW COMPANY 3-1 Import LC DEFECT73 Issuance Ap
5425077-NEW COMPANY 3-3 Import LC NAPTEST20APR2009 Issuance Ap
5425077-NEW COMPANY 3-3 Import LC NAPTESTDEFECT73 Issuance Ap
5425077-NEW COMPANY 3-3 Import LC NAPTESTLC27APR Issuance Ap
5425077-NEW COMPANY 3-3 Import LC RETEST DEFECT747 108010664597 Amendment
5425107-NEW COMPANY 3-2 Import LC 123CHK123 Issuance Ap
5425107-NEW COMPANY 3-2 Import LC COMPREFDATA Issuance Ap
Records 1 to 10
Complete
Print

Screen 2.1.0

User can also search the transaction by clicking on the “Show Filter” link in green color and enter the search criteria in any of these fields provided.



Search Parameter	Description
Company	Select the required company id from the list box.
Product Name	Select the product for which you want to search the transaction for e.g. Import LC.
Company Reference	Enter the reference number that the company user has assigned for the transaction at the time of transaction initiation.
Bank reference	Enter the reference number that the bank has assigned for the transaction. This will not be available during first time initiation.
Counter Party	Enter the name of the counter party.
Status	Select the status that you want to search for e.g. Incomplete.
Currency	Select the currency for which you want to edit the transaction.
Amount	Enter the range of amount to search.
Issue Date range	Enter the range of issue dates of the transaction.
Due/Expiry Date range	Enter the range of due or expiry dates of the transaction.
Bulk Complete Ref No.	Enter the system number allocated to bulk completed transactions.
Last Updated by	Select User ID and User Name of operator to filter transactions last updated by specific user.

After entering the search criteria in the given fields you can click on any of the three options. They are explained here below.

Search Parameter	Description
Search	This button will filter transactions as per the search criteria.
Clear	This button will clear the Search fields for the user to enter fresh details again.
Save Criteria	This option will save the search criteria for future searches.

Once the transaction is filtered and selected, the transaction can be opened for editing by clicking on any value in the transaction field. Once the transaction is opened, the transaction details can be edited and completed for submitting to the bank.

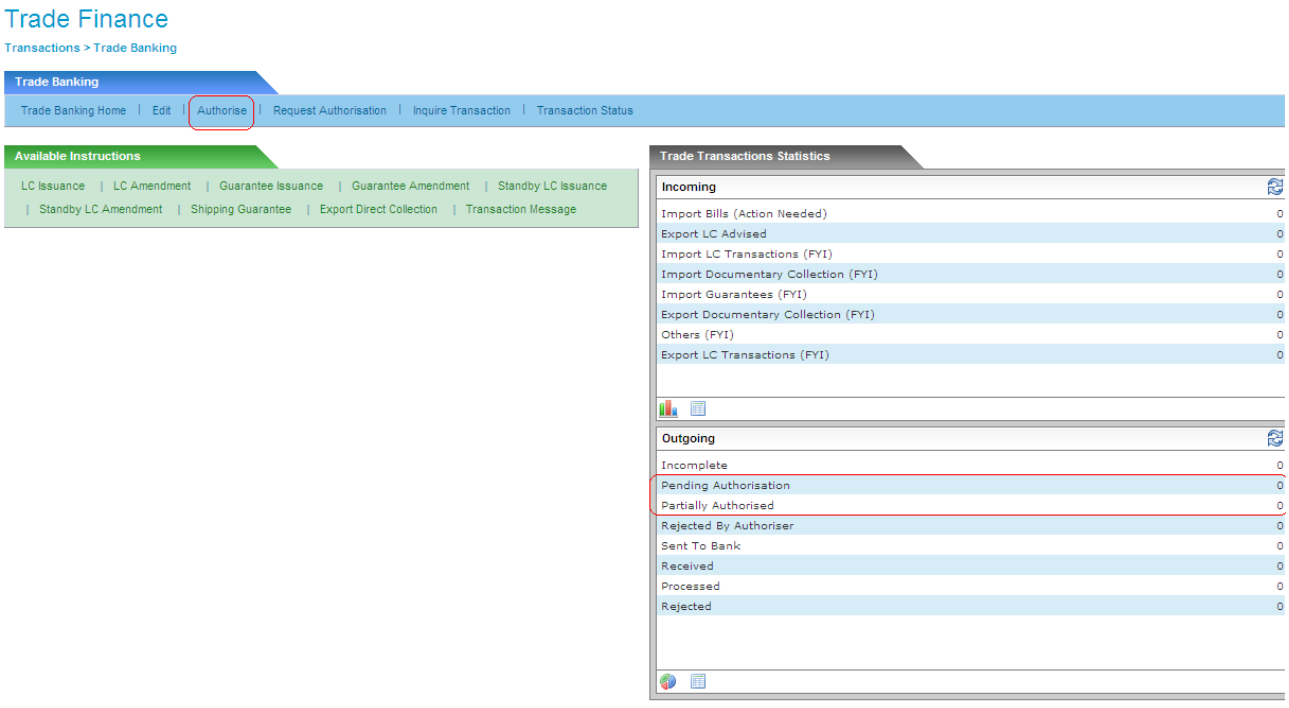
There are two action buttons present at the top and bottom of the Edit screen which are described below.

Search Parameter	Description
Complete	This button allows the user to Complete the transaction quickly after verifying the summary of transactions. It also allows the user to complete more than one transaction at the same time.
Print	This button allows the user to Print the details of the transactions in a PDF document. User can print one or more transactions at the same time. User will be allowed to either open the document or save the PDF document on the local machine.

2.2 Online Authorization

The company authorizer can access this function in any of the following two ways.

1. Clicking the “Authorise” link in the Blue Task Bar.
2. Clicking the “Pending Authorization” or “Partially Authorised” link in Trade Transaction Statistics – Outgoing section.

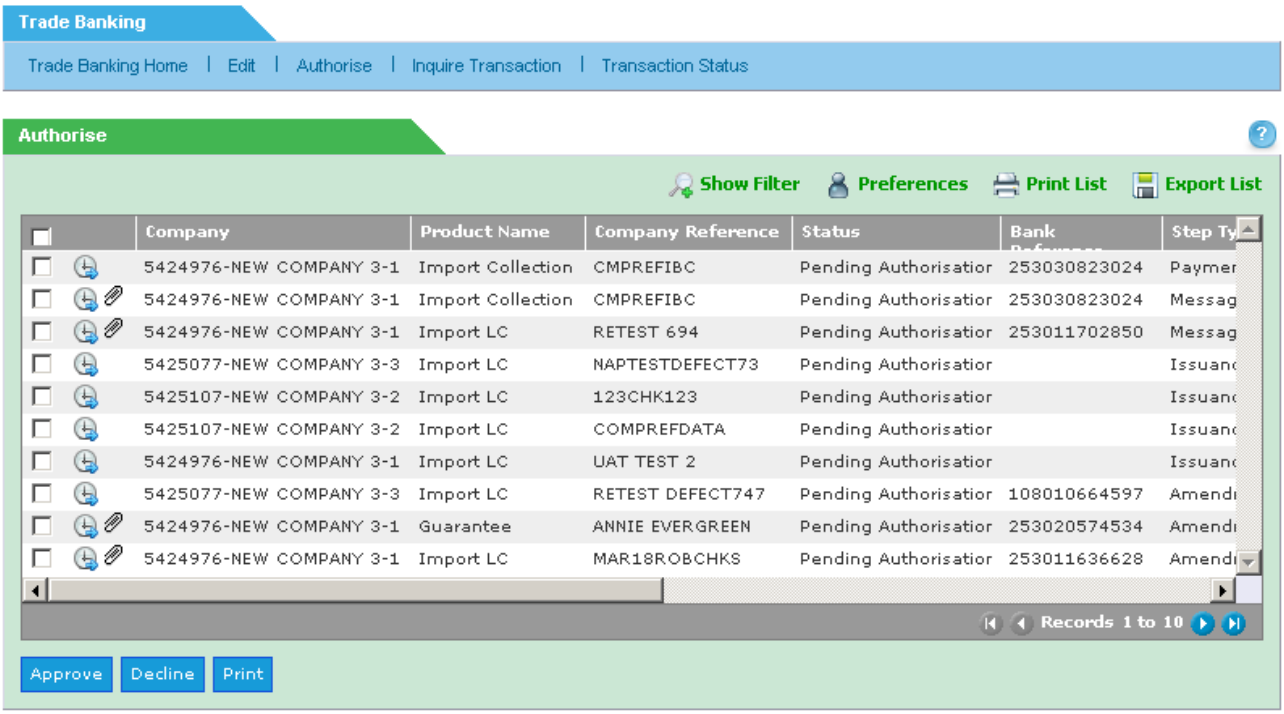

Trade Finance
Transactions > Trade Banking
Trade Banking
Trade Banking Home | Edit | Authorise | Request Authorisation | Inquire Transaction | Transaction Status
Available Instructions
LC Issuance | LC Amendment | Guarantee Issuance | Guarantee Amendment | Standby LC Issuance | Standby LC Amendment | Shipping Guarantee | Export Direct Collection | Transaction Message
Trade Transactions Statistics
Incoming
Import Bills (Action Needed) 0
Export LC Advised 0
Import LC Transactions (FYI) 0
Import Documentary Collection (FYI) 0
Import Guarantees (FYI) 0
Export Documentary Collection (FYI) 0
Others (FYI) 0
Export LC Transactions (FYI) 0
Outgoing
Incomplete 0
Pending Authorisation 0
Partially Authorised 0
Rejected By Authoriser 0
Sent To Bank 0
Received 0
Processed 0
Rejected 0

Screen 2.2a

Clicking on this option takes you to a new screen (screen 2.2b) where the approver can select one or more transactions (bulk authorization) and click on the authorize button to submit the transaction to the bank or click on Reject button to return the LC back to the operator.

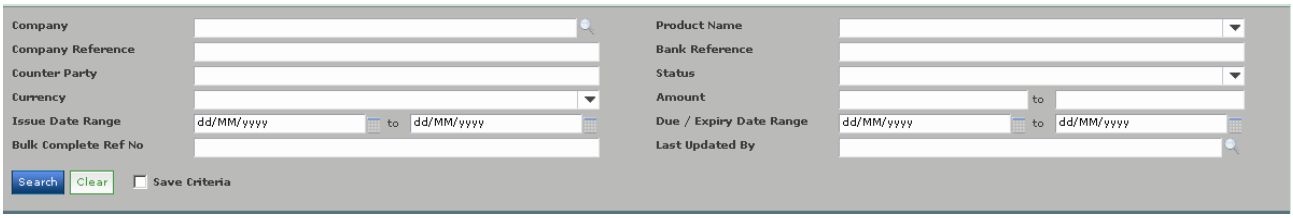
Trade Finance

Transactions > Trade Banking > Authorise


Trade Banking
Trade Banking Home | Edit | Authorise | Inquire Transaction | Transaction Status
Authorise
Show Filter
Preferences
Print List
Export List
Company
Product Name
Company Reference
Status
Bank
Step Ty
5424976-NEW COMPANY 3-1 Import Collection CMPREFIBC Pending Authorisatior 253030823024 Paymer
5424976-NEW COMPANY 3-1 Import Collection CMPREFIBC Pending Authorisatior 253030823024 Messag
5424976-NEW COMPANY 3-1 Import LC RETEST 694 Pending Authorisatior 253011702850 Messag
5425077-NEW COMPANY 3-3 Import LC NAPTESTDEFECT73 Pending Authorisatior Issuanc
5425107-NEW COMPANY 3-2 Import LC 123CHK123 Pending Authorisatior Issuanc
5425107-NEW COMPANY 3-2 Import LC COMPREFDATA Pending Authorisatior Issuanc
5424976-NEW COMPANY 3-1 Import LC UAT TEST 2 Pending Authorisatior Issuanc
5425077-NEW COMPANY 3-3 Import LC RETEST DEFECT747 Pending Authorisatior 108010664597 Amendi
5424976-NEW COMPANY 3-1 Guarantee ANNIE EVERGREEN Pending Authorisatior 253020574534 Amendi
5424976-NEW COMPANY 3-1 Import LC MAR18ROBCHKS Pending Authorisatior 253011636628 Amendi
Records 1 to 10
Approve
Decline
Print

Screen 2.2b

User can also search the transaction by clicking on the “Show Filter” link in green color and enter the search criteria in any of these fields provided.



Search Parameter	Description
Company	Select the required company id from the list box
Product Name	Select the product for which you want to search the transaction for e.g. Import LC
Company Reference	Enter the reference number that the company user has assigned for the transaction at the time of transaction initiation.
Bank reference	Enter the reference number that the bank has assigned for the transaction. This will not be available during first time initiation.
Counter Party	Enter the name of the counter party
Status	Select the status that you want to search for e.g. Incomplete
Currency	Select the currency for which you want to edit the transaction.
Amount	Enter the range of amount to search.
Issue Date range	Enter the range of issue dates of the transaction.
Expiry Date range	Enter the range of due or expiry dates of the transaction.
Bulk Complete Ref No.	Enter the system number allocated to bulk completed transactions.
Last Updated by	Select User ID and User Name of operator to filter transactions last updated by specific user.

After entering the search criteria in the given fields you can click on any of the three options. They are explained here below.

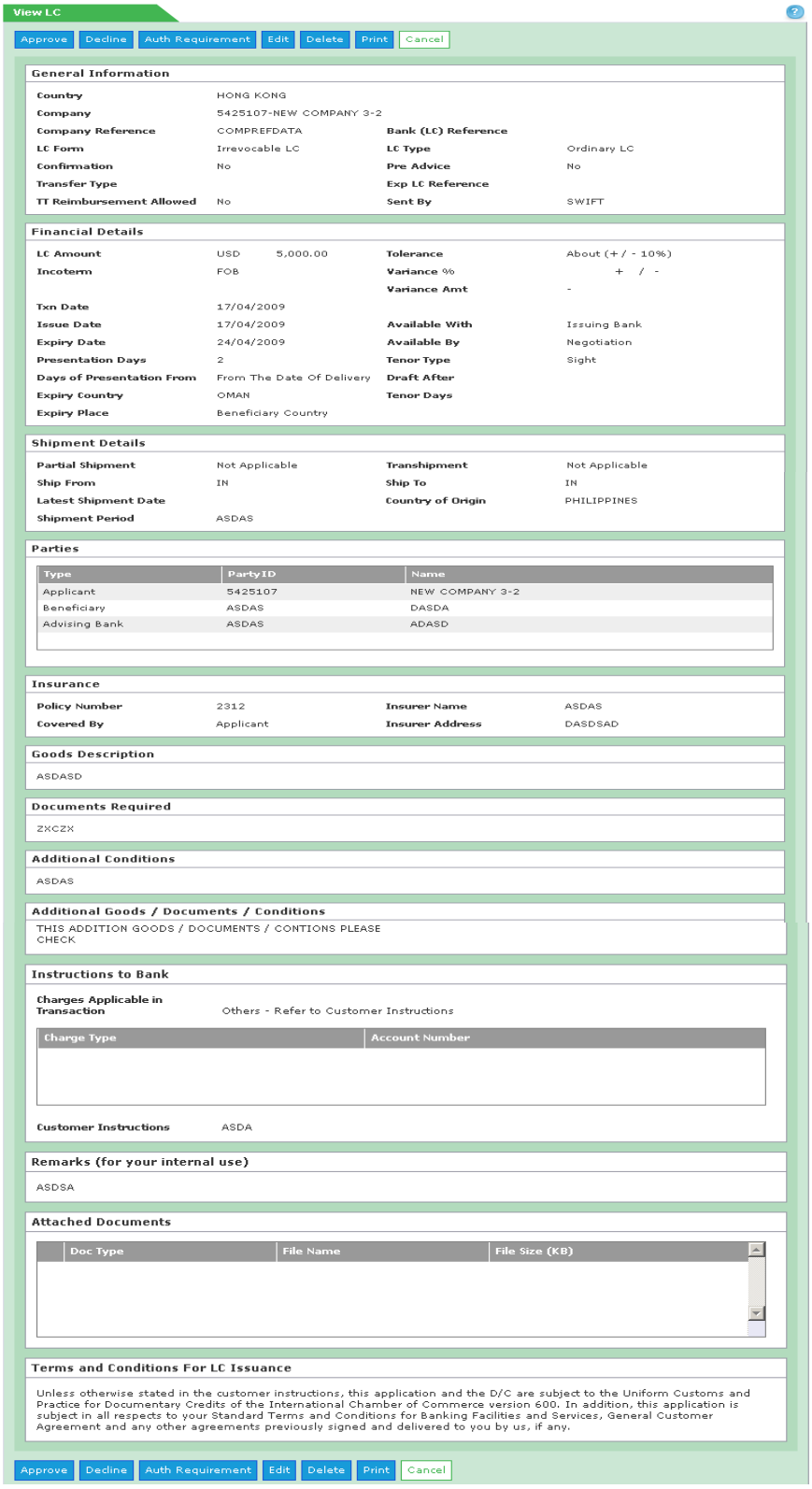
Button / Check box	Description
Search	This button will filter transactions as per the search criteria.
Clear	This button will clear the Search fields for the user to enter fresh details again.
Save Criteria	This option will save the search criteria for future searches.

Once the transaction is filtered and selected, the transaction can be opened for authorizing by clicking on any value in the transaction field. Once the transaction is opened, the transaction details can be verified and authorized for submitting to the bank. It can be either authorized or declined by the Authorizer by clicking on the appropriate buttons “Approve” or “Reject” as per below screen 2.2c

There are seven action buttons present at the top and bottom of this View LC screen which are described below.

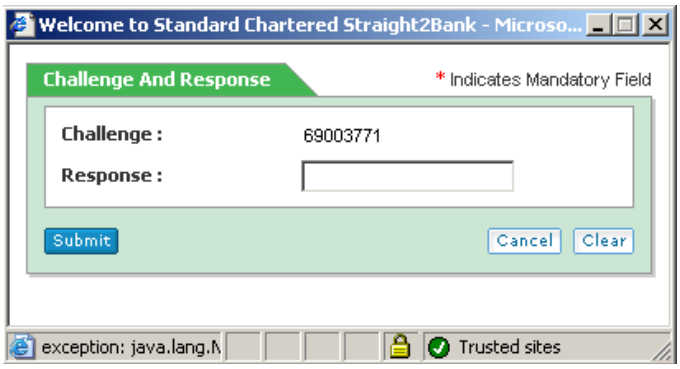
Button	Description
Approve	This button helps the user to authorise the transaction.
Reject	This button helps the user to disapprove the transaction and send it back to the operator for some corrections.
Auth Requirement	This button will display the various class of authorisers required to approve a particular transaction. Refer to screen.
Edit	This button helps the user to edit the transaction if there are any corrections to be made before authorisation.
Delete	This button helps the user to delete the transaction if not required.
Print	This button helps the user to print the transaction before approving.
Cancel	This button helps the user to cancel this operation and go back to the previous screen.

‘

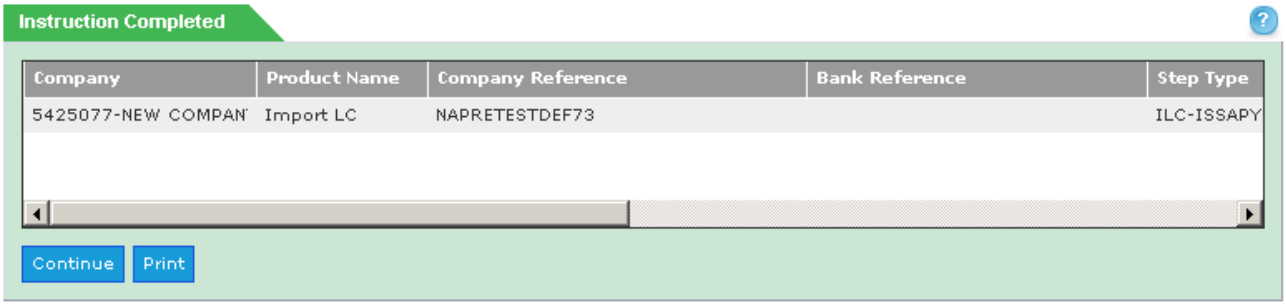


Screen 2.2c

When user clicks ‘Approve’ button, depending on the authorizer profile, the VASCO authorization screen will be displayed.
The following VASCO window will be displayed to enter the challenge and response code.



Input Token Number, and then this transaction will be authorised, a screen acknowledging the completion of the instruction will appear as below screen.



Users can also click on the “Authorize” button directly from the transaction summary screen. They have to select a transaction and click the Authorize button. It will pop up VASCO authorize screen. Authorize button will enabled for the user to directly authorize without going through all the information on the transaction details screen.

2.3 Remote Authorisation

This feature allows the user (transaction creator) to remotely authorize on behalf of the approver if the approver is not available to authorize the transactions online on the internet.

For Remote authorization service, the input user (operator) will get the challenge code online and ask authorizer for response. The authorizer will key the challenge code in the Vasco Token and generate response code to operator, who will approve the transaction online.

The company user can access this function by clicking on the “Request Authorisation” link in the Blue Task Bar.

Trade Finance
Transactions > Trade Banking > Request Authorisation
Trade Banking
Trade Banking Home | Edit | Authorise | Request Authorisation | Inquire Transaction | Transaction Status

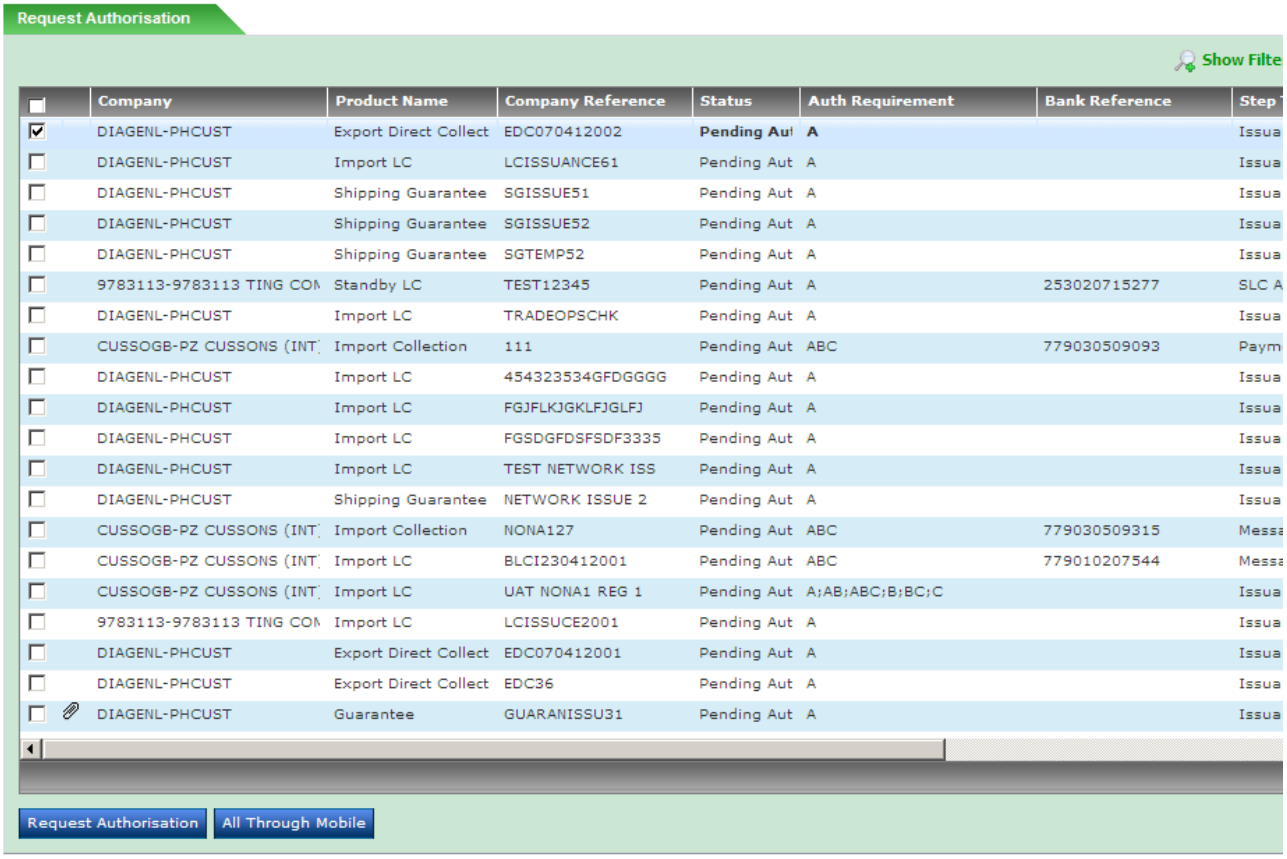
Screen 2.3

2.3.1 Remote Authorisation Flow

The remote authorization is performed by the Input user (operator) in the following steps:

Step 1:

- Click on “Request Authorisation” in the Blue Task Bar.
- Select the relevant instruction(s) - multiple transactions can be selected and batched (maximum 10 transactions), or
  Search for specific transaction and select - search parameter descriptions provided below.
- Click “Request Authorisation”

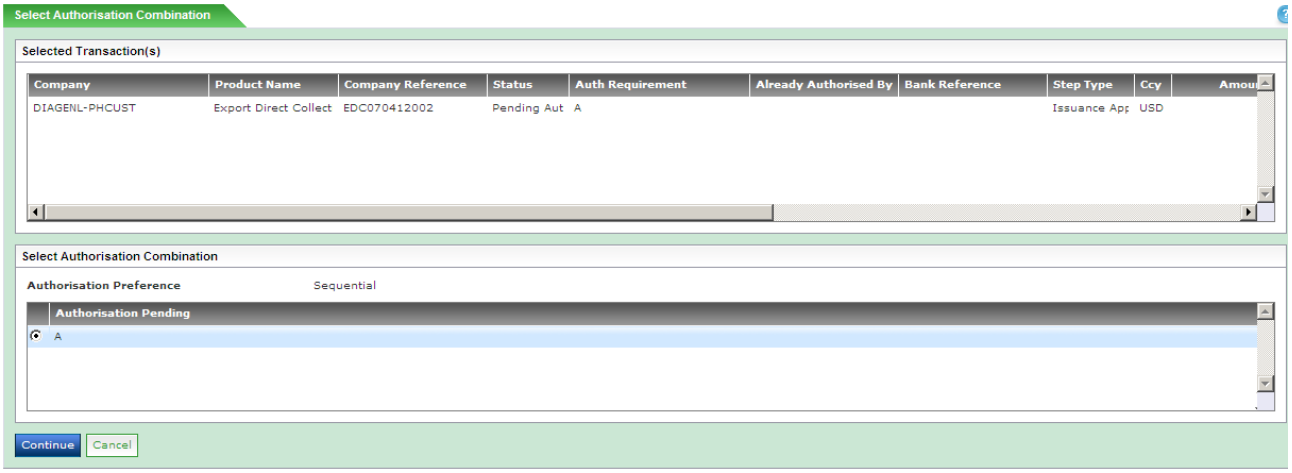

Request Authorisation
Show Filte
Company
Product Name
Company Reference
Status
Auth Requirement
Bank Reference
Step
DIAGENL-PHCUST Export Direct Collect EDC070412002 Pending Aut A Issua
DIAGENL-PHCUST Import LC LCISSUANCE61 Pending Aut A Issua
DIAGENL-PHCUST Shipping Guarantee SGISSUE51 Pending Aut A Issua
DIAGENL-PHCUST Shipping Guarantee SGISSUE52 Pending Aut A Issua
DIAGENL-PHCUST Shipping Guarantee SGTEMP52 Pending Aut A Issua
9783113-9783113 TING CON Standby LC TEST12345 Pending Aut A 253020715277 SLC A
DIAGENL-PHCUST Import LC TRADEOPSCHK Pending Aut A Issua
CUSSOGB-PZ CUSSONS (INT Import Collection 111 Pending Aut ABC 779030509093 Paym
DIAGENL-PHCUST Import LC 454323534GFDGGGG Pending Aut A Issua
DIAGENL-PHCUST Import LC FGJFLKJGKLFJGLFJ Pending Aut A Issua
DIAGENL-PHCUST Import LC FGSDGFDSFSDF3335 Pending Aut A Issua
DIAGENL-PHCUST Import LC TEST NETWORK ISS Pending Aut A Issua
DIAGENL-PHCUST Shipping Guarantee NETWORK ISSUE 2 Pending Aut A Issua
CUSSOGB-PZ CUSSONS (INT Import Collection NONA127 Pending Aut ABC 779030509315 Messa
CUSSOGB-PZ CUSSONS (INT Import LC BLCI230412001 Pending Aut ABC 779010207544 Messa
CUSSOGB-PZ CUSSONS (INT Import LC UAT NONA1 REG 1 Pending Aut A;AB;ABC;B;BC;C Issua
9783113-9783113 TING CON Import LC LCISSUCE2001 Pending Aut A Issua
DIAGENL-PHCUST Export Direct Collect EDC070412001 Pending Aut A Issua
DIAGENL-PHCUST Export Direct Collect EDC36 Pending Aut A Issua
DIAGENL-PHCUST Guarantee GUARANISSU31 Pending Aut A Issua
Request Authorisation
All Through Mobile

Screen 2.3.1a

Search Parameter	Description
Company	Select the required company id from the list box
Product Name	Select the product for which you want to search the transaction for e.g. Import LC
Company Reference	Enter the reference number that the company user has assigned for the transaction at the time of transaction initiation.
Bank reference	Enter the reference number that the bank has assigned for the transaction. This will not be available during first time initiation.
Counter Party	Enter the name of the counter party
Status	Select the status that you want to search for e.g. Incomplete
Currency	Select the currency for which you want to edit the transaction.
Amount	Enter the range of amount to search.
Issue Date range	Enter the range of issue dates of the transaction.
Expiry Date range	Enter the range of due or expiry dates of the transaction.
Bulk Complete Ref No.	Enter the system number allocated to bulk completed transactions.
Last Updated by	Select User ID and User Name of operator to filter transactions last updated by specific user.
Remote Authorisation Ref No.	A new unique 4 digits number called “Remote authorisation Ref No. is assigned every time the transaction is selected for approval process.

Step 2:

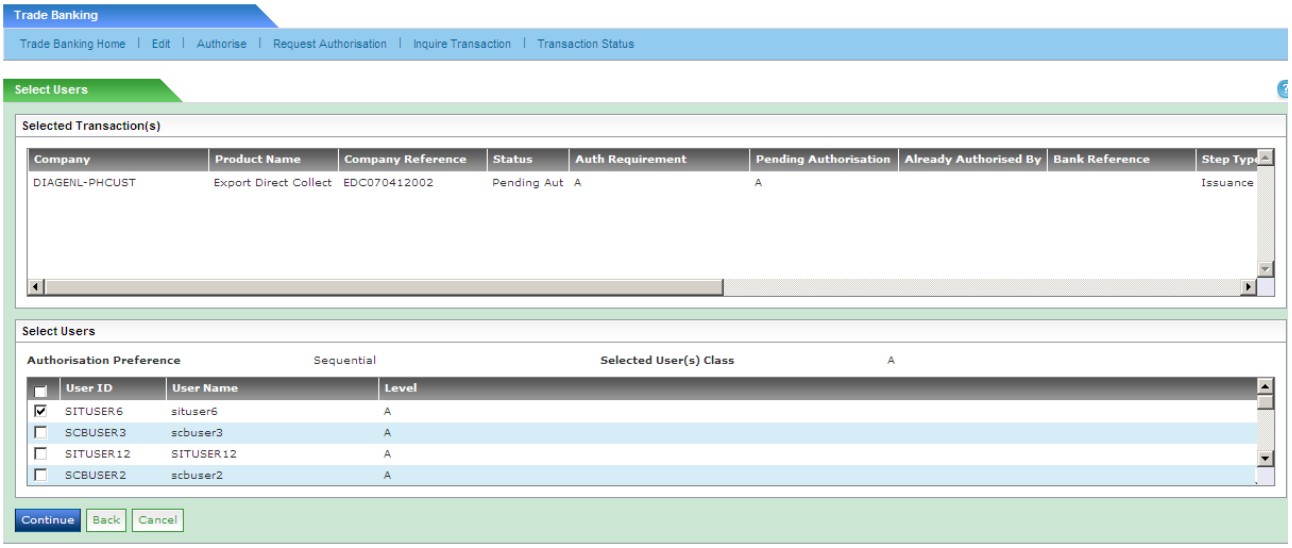
- Click on the relevant class of authorisation under “Authorisation Pending” list. This selection depends on how many approver(s) need to sign this instruction.
- Click on “Continue” button.



Screen 2.3.1b

Step 3:

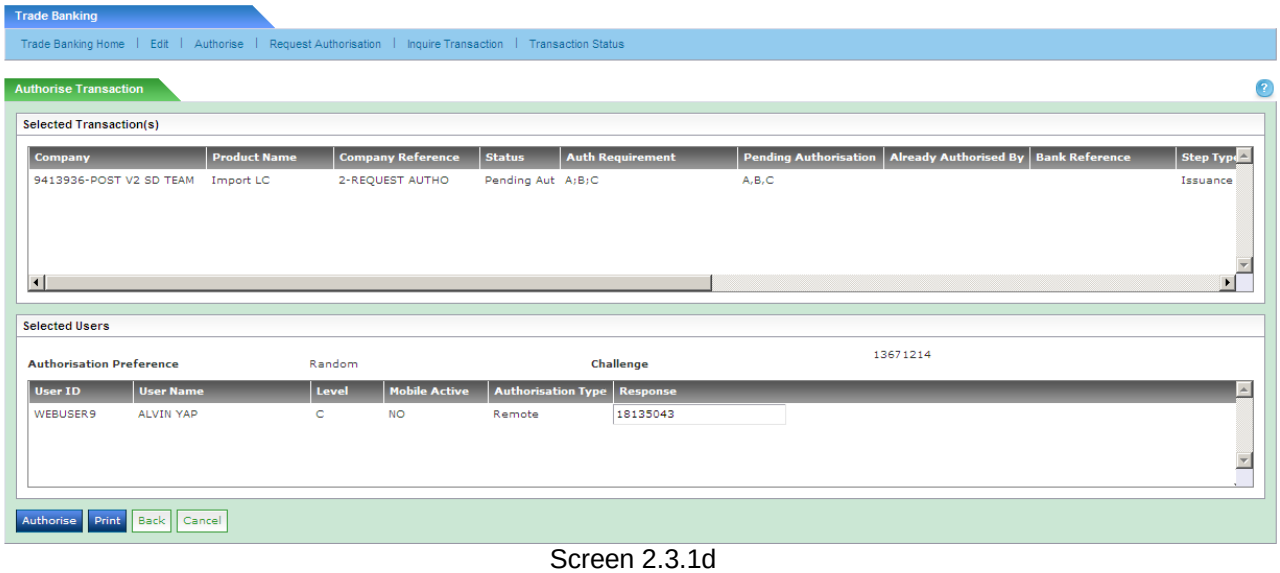
- Click on the check box to select the approver(s) who can authorize the instruction.
- Click on “Continue” button.



Screen 2.3.1c

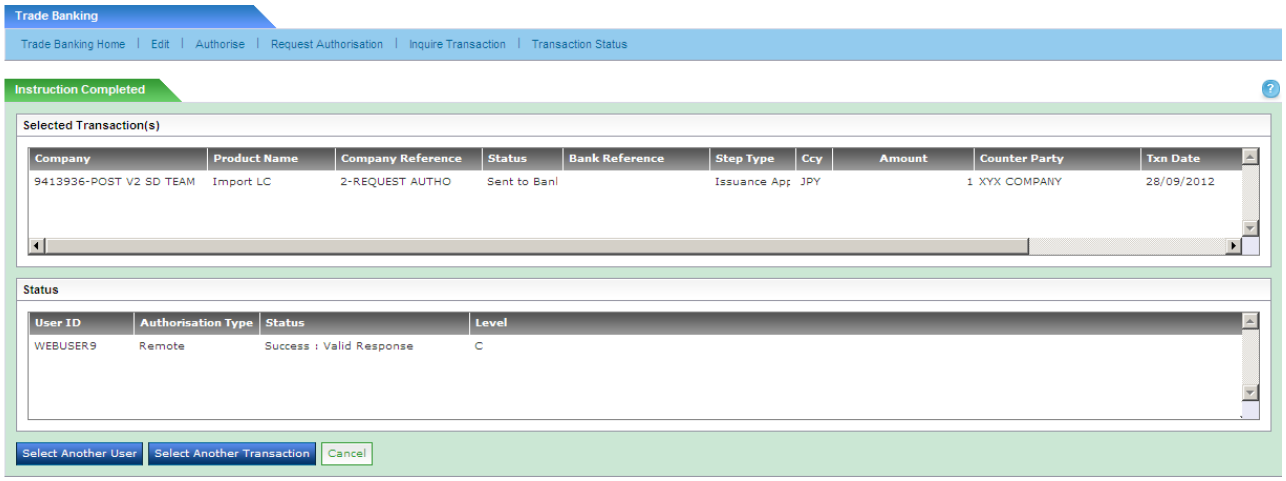
Step 4:

- Take note of the “Challenge Number” generated.
- Select “Authorisation Type” as “Remote” from the drop-down list.
- Request the authorizer(s) to generate the “Response” with their Vasco tokens and enter these “Response” as shown in below screen.
- Click on “Authorise” button.



Screen 2.3.1d

- System will display the following acknowledgement. Click on either “Select Another User” to choose the next level of approver or “Select Another Transaction” to proceed with the new instruction to authorize.



Screen 2.3.1e

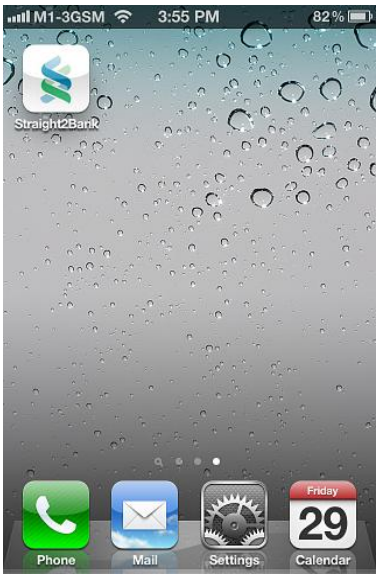
2.4 Mobile Authorisation

The mobile authorization service is ideal for those approvers who are frequent travelers and not available in the office to authorize the transactions online.
This feature allows the user (transaction creator) to complete the transactions on the internet and allows the approver to approve on their mobile device.

2.4.1 Mobile Authorisation Flow

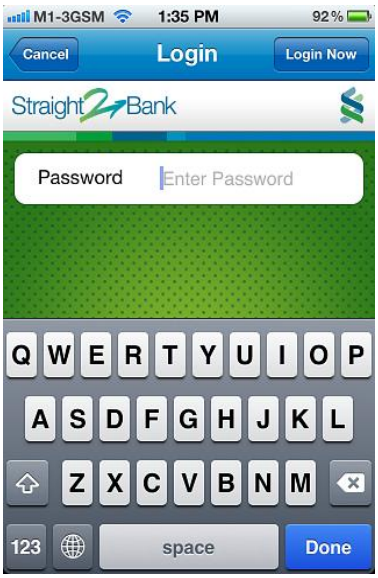
Login

EXISTING USERS OF STRAIGHT2BANK MOBILE MUST UNINSTALL THE OLD VERSION BEFORE INSTALLING THE NEW VERSION



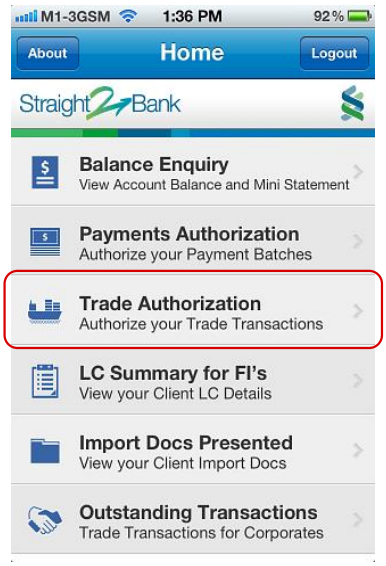
1. Download the Straight2Bank Mobile App from the App Store. A Straight2Bank icon will appear on the mobile screen. Click on it to launch the application

2. Login requires the same credentials as used for logon to the Web (i.e.) Group ID & User ID

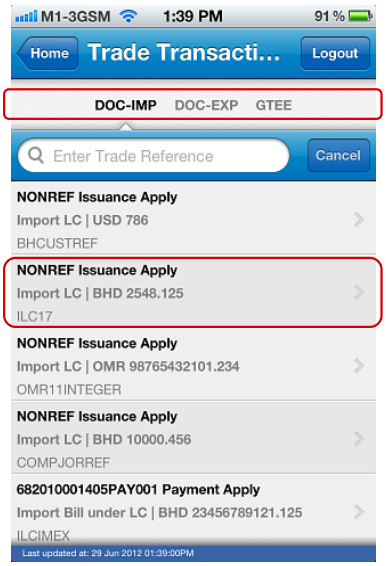


3. User will be prompted for Password / OTP based on the user setup and country (e.g.) OTP for a Singapore based customer

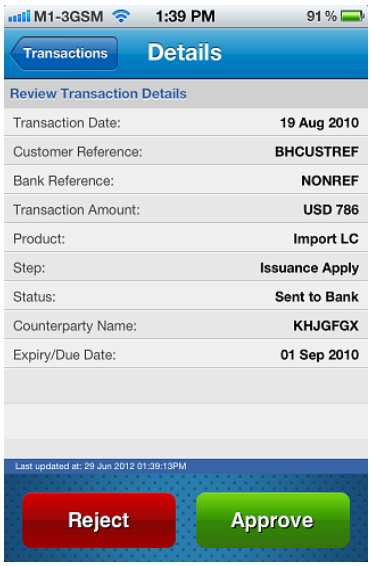
Trade Authorization



1. Trade Authorization is a menu function that will appear based on the user profile for both, customers on Classic and Lite

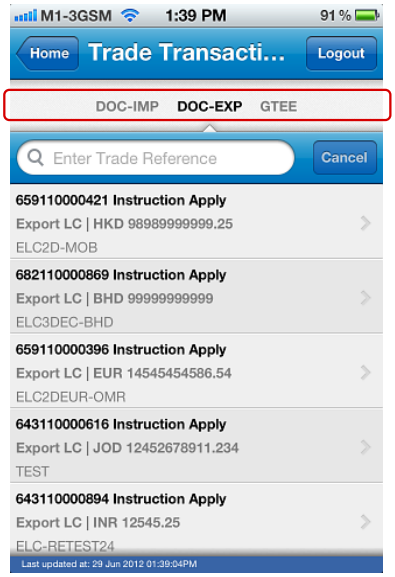


2. Clicking on the menu will display the list of Documentary Import transactions such as LC-ISS, LC-AMD, etc in "Complete" and "Partially Authorized" status based on the user's profile

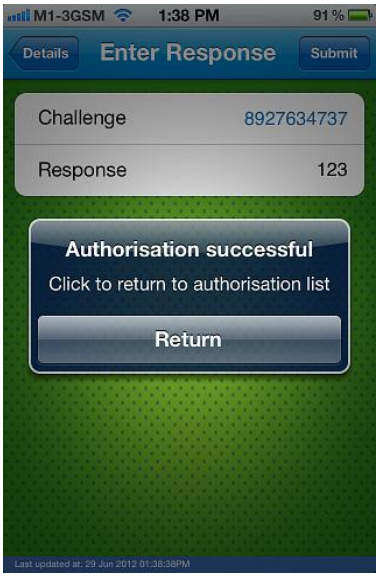


3. The user may click any of the listed transactions. Upon clicking, the details of the transaction will be displayed with options to Approve or Reject. Not all details as in Web is available on Mobile

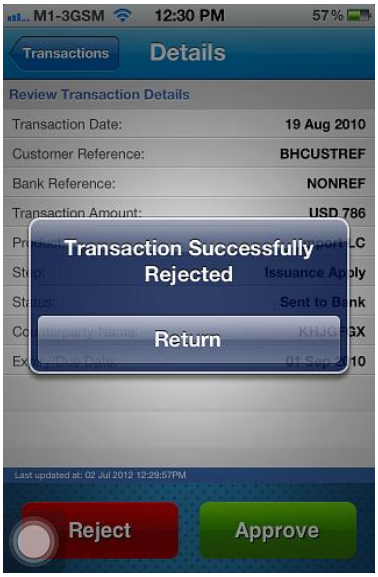
Trade Authorization



1 The user can toggle between Documentary Import, Documentary Export and Guarantees transactions awaiting authorization. Guarantees authorization is however not available for Lite.



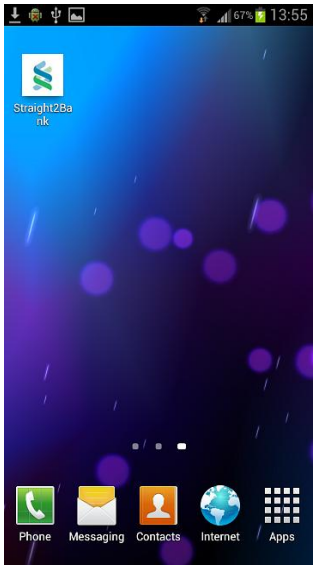
2 Approval will require Vasco Response, similar to Payments Authorization. A confirmation screen will be provided upon approval



3 Rejection will not require Vasco Response and a confirmation screen, similar to Approval, will be displayed

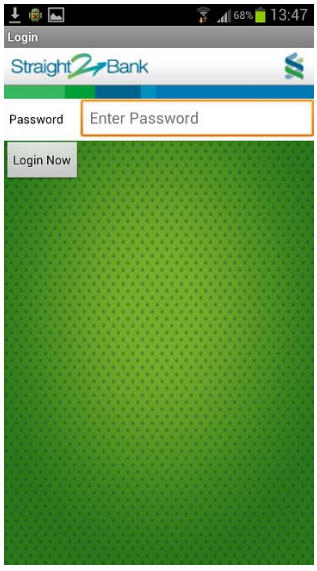
2.4.2 Straight2Bank Mobile on Android

Login



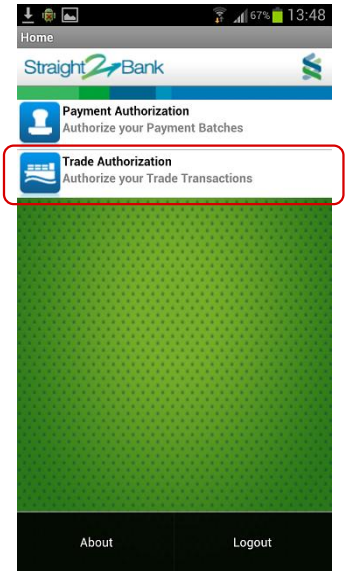
1 Download the Straight2Bank Mobile App from the Google Play Store. A Straight2Bank icon will appear on the mobile screen. Click on it to launch the application

2 Login requires the same credentials as used for logon to the Web (i.e.) Group ID & User ID

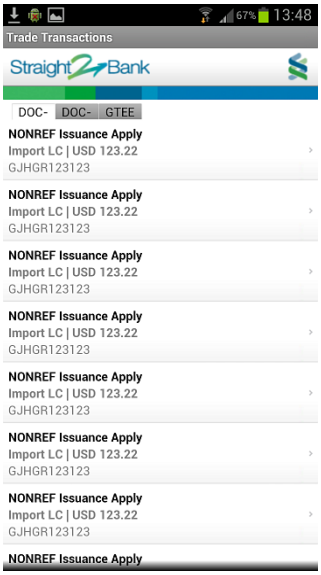


3 User will be prompted for Password / OTP based on the user setup and country (e.g.) OTP for a Singapore based customer

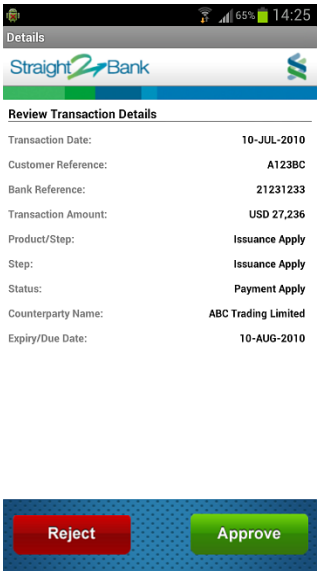
Trade Authorization



1. Trade Authorization is a menu function that will appear based on the user profile for both, customers on Classic and Lite

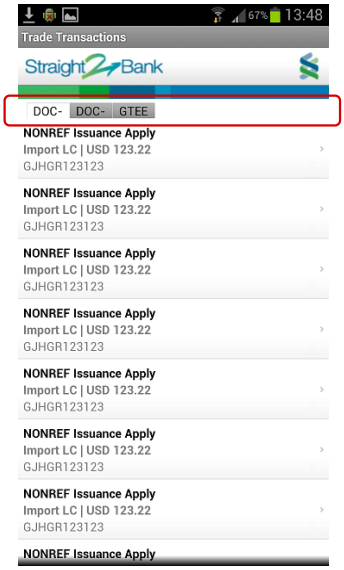


2. Clicking on the menu will display the list of Documentary Import transactions such as LC-ISS, LC-AMD, etc in "Complete" and "Partially Authorized" status based on the user's profile

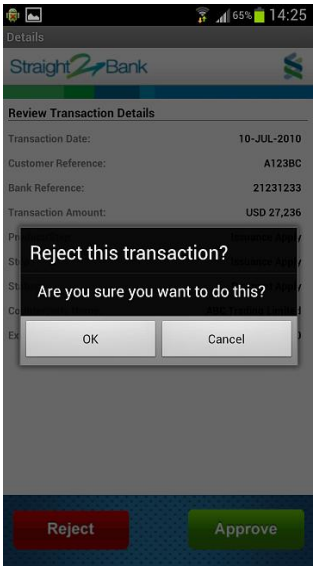


3. The user may click any of the listed transactions. Upon clicking, the details of the transaction will be displayed with options to Approve or Reject. Not all details as in Web is available on Mobile

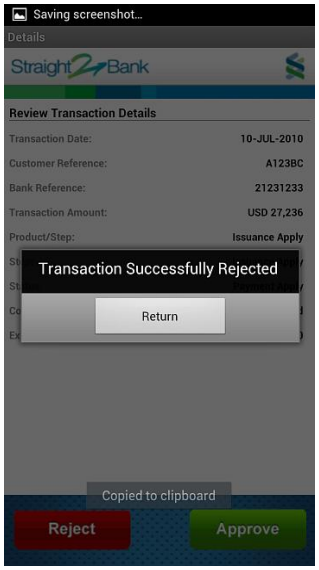
Trade Authorization



1. The user can toggle between Documentary Export and Guarantees transactions awaiting authorization. Guarantees are not available for Lite



2. Approval will require Vasco Response, similar to Payments Authorization. A confirmation screen will be provided upon approval



3. Rejection will not require Vasco Response and a confirmation screen, similar to Approval, will be displayed

2.4.3 Straight2Bank Mobile on BlackBerry

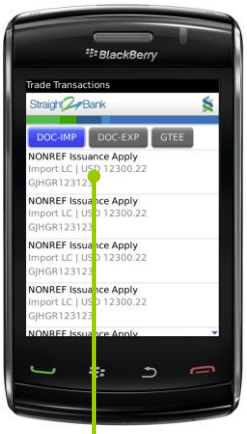
Login

Group id and User id- same as Straight2Bank Web

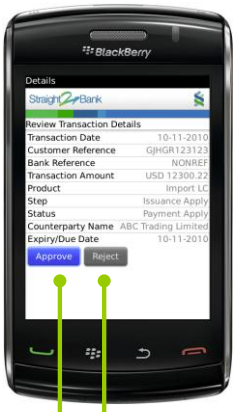
Use OTP-One Time Password or Password- same as Straight2Bank Web Click on Submit

Trade Authorization Menu: This function is available for customers using Straight2Bank Classic and Straight2Bank Lite. The menu will be displayed based on the user's profile as available for their Web access. This function will provide the user the ability to authorize trade instructions (Import Docs, Export Docs and Guarantees) using their Vasco token on-the-go

Trade Authorisation



Click here to see the trade transactions details.

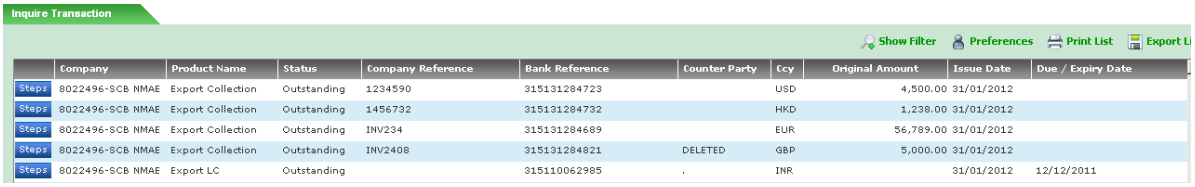


Click on 'Approve' or 'Reject' trade transactions.

Enter the response generated by security token.

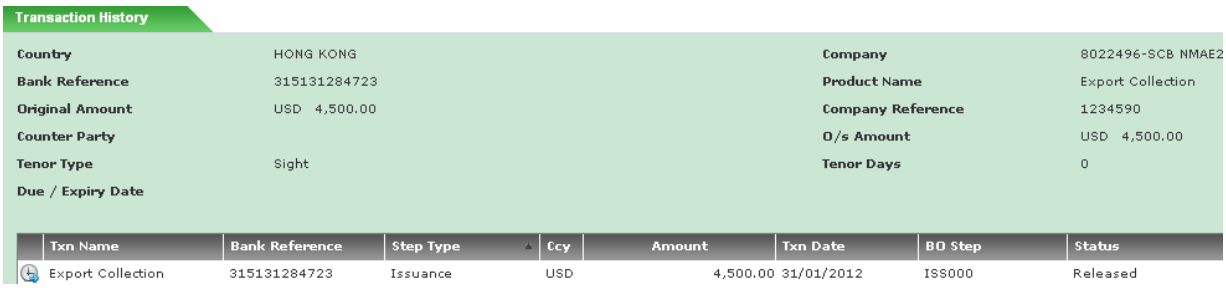
2.5 Inquire Transaction

Clicking on this option takes you to a new screen as shown below. Transactions in all statuses and pertaining to all products will be available here. The transaction can be filtered by using the “Show Filter” link.



Screen 2.5a

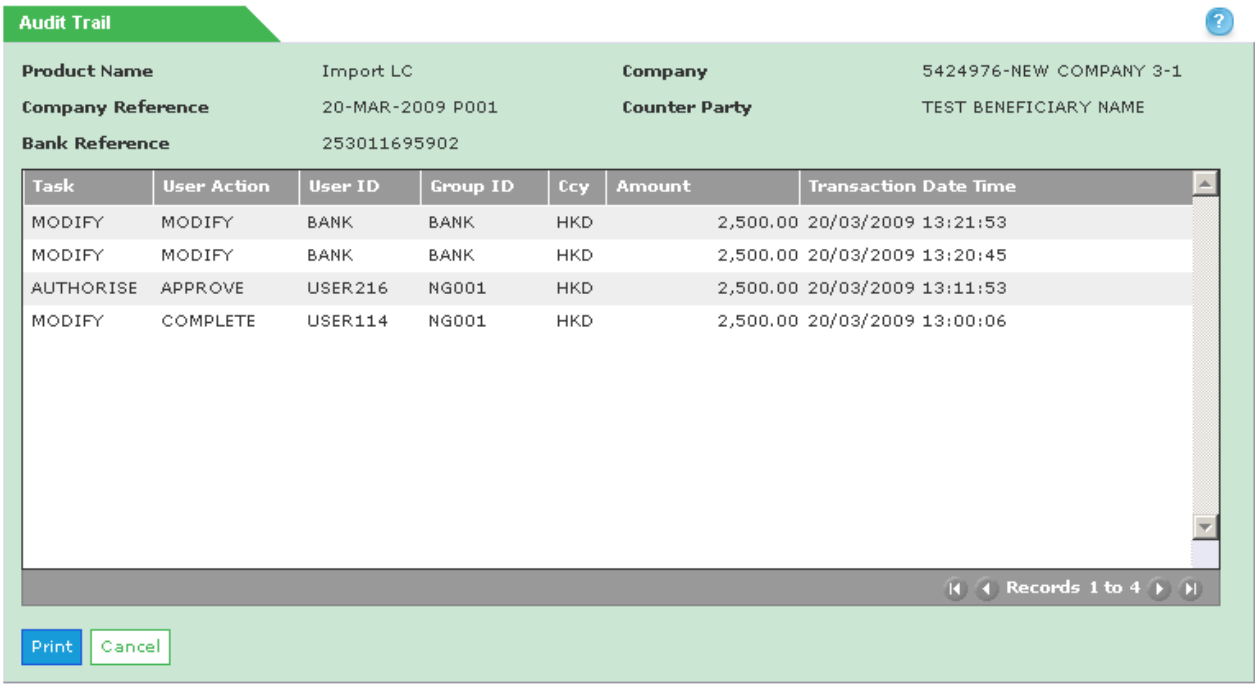
Click on the “Steps” Steps button to open and view the history details of that particular transaction, and double click on transaction name to view transaction details as per below screenshots 2.5b and c.



Screen 2.5b

Screen 2.5c

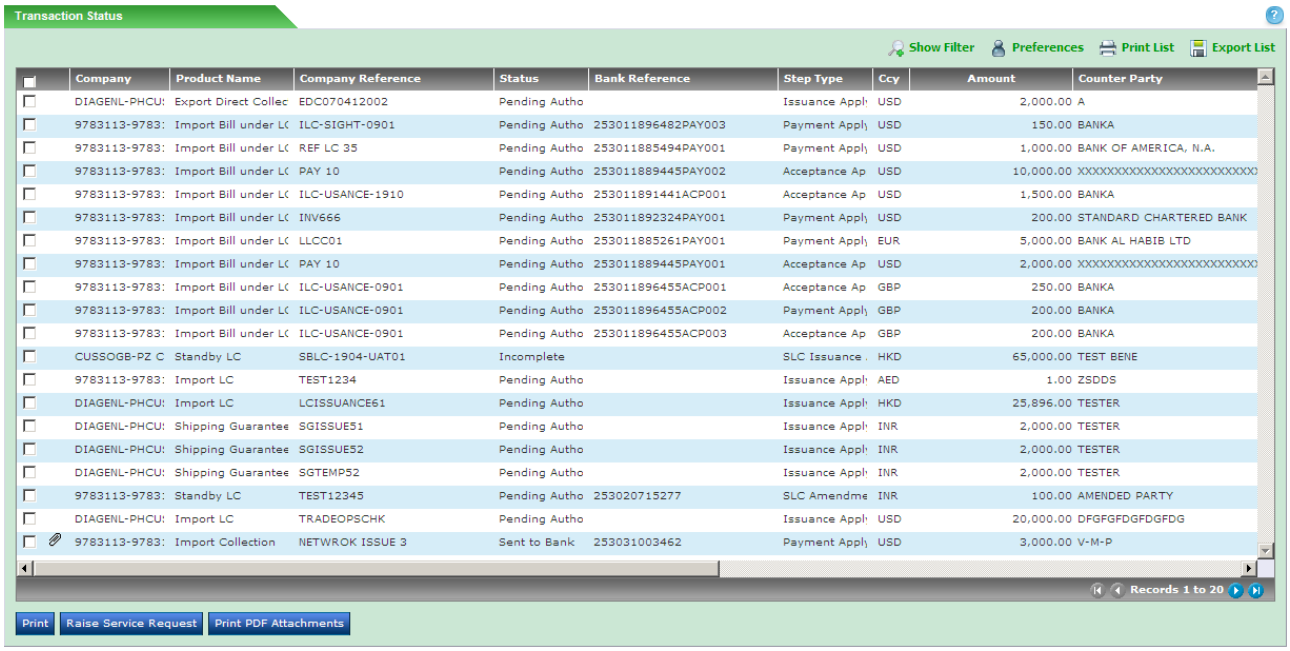
Click on the “Audit Trail” icon in front of every step to view the history of the events that the users have performed on that particular transaction as shown in below screen.



Screen 2.5d

2.6 Transaction Status

Clicking on this option takes you to a new screen as shown below. Transactions in all statuses and pertaining to all products will be available here. The transaction can be filtered by using the “Show Filter” link (search parameters described below).

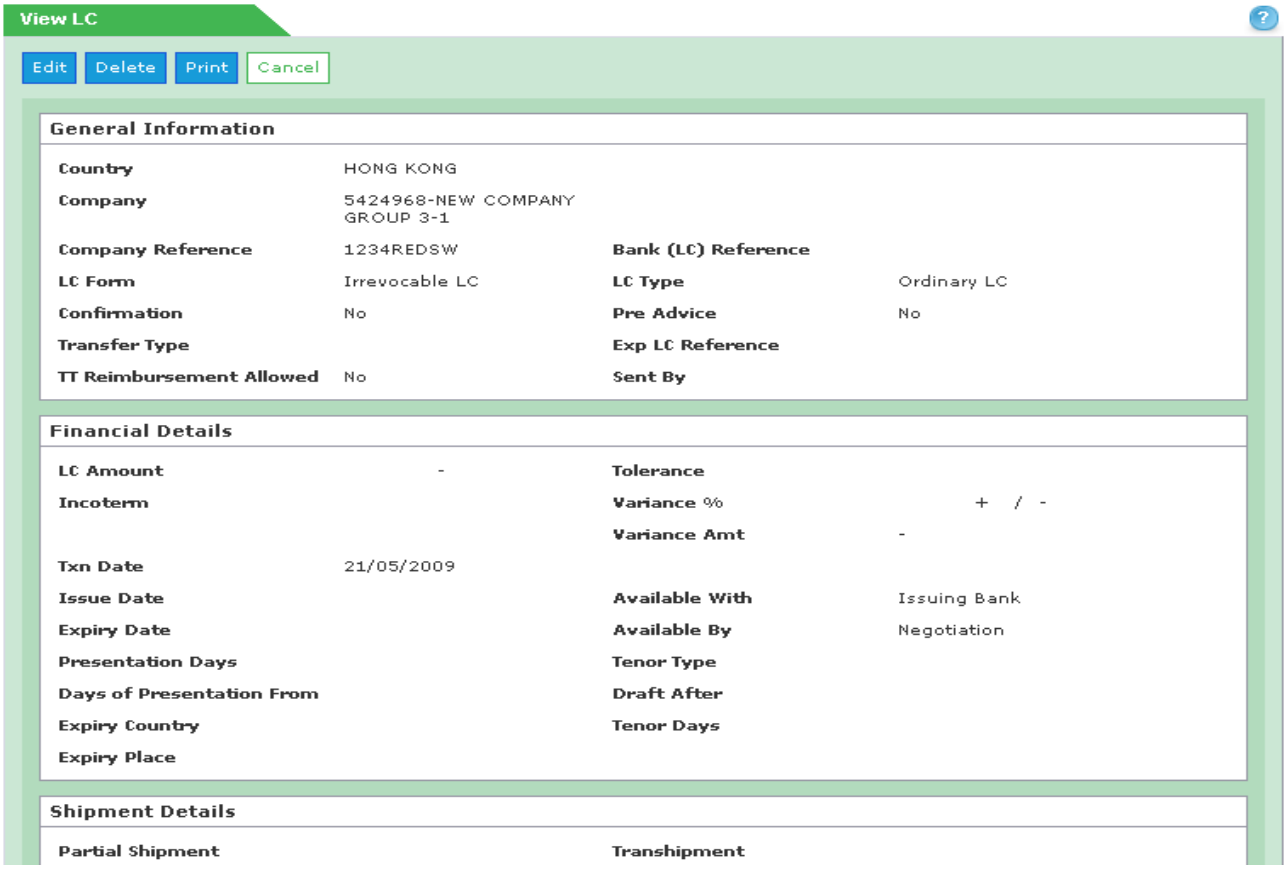

Transaction Status
Show Filter
Preferences
Print List
Export List
Company
Product Name
Company Reference
Status
Bank Reference
Step Type
Ccy
Amount
Counter Party
DIAGENL-PHCU: Export Direct Collec EDC070412002 Pending Autho Issuance Appl USD 2,000.00 A
9783113-9783: Import Bill under LC ILC-SIGHT-0901 Pending Autho 253011896482PAY003 Payment Appl USD 150.00 BANKA
9783113-9783: Import Bill under LC REF LC 35 Pending Autho 253011885494PAY001 Payment Appl USD 1,000.00 BANK OF AMERICA, N.A.
9783113-9783: Import Bill under LC PAY 10 Pending Autho 253011889445PAY002 Acceptance Ap USD 10,000.00
9783113-9783: Import Bill under LC ILC-USANCE-1910 Pending Autho 253011891441ACP001 Acceptance Ap USD 1,500.00 BANKA
9783113-9783: Import Bill under LC INV666 Pending Autho 253011892324PAY001 Payment Appl USD 200.00 STANDARD CHARTERED BANK
9783113-9783: Import Bill under LC LLCC01 Pending Autho 253011885261PAY001 Payment Appl EUR 5,000.00 BANK AL HABIB LTD
9783113-9783: Import Bill under LC PAY 10 Pending Autho 253011889445PAY001 Acceptance Ap USD 2,000.00
9783113-9783: Import Bill under LC ILC-USANCE-0901 Pending Autho 253011896455ACP001 Acceptance Ap GBP 250.00 BANKA
9783113-9783: Import Bill under LC ILC-USANCE-0901 Pending Autho 253011896455ACP002 Payment Appl GBP 200.00 BANKA
9783113-9783: Import Bill under LC ILC-USANCE-0901 Pending Autho 253011896455ACP003 Acceptance Ap GBP 200.00 BANKA
CUSSOGB-PZ C Standby LC SBLC-1904-UAT01 Incomplete SLC Issuance HKD 65,000.00 TEST BENE
9783113-9783: Import LC TEST1234 Pending Autho Issuance Appl AED 1.00 ZSDDS
DIAGENL-PHCU: Import LC LCISSUANCE61 Pending Autho Issuance Appl HKD 25,896.00 TESTER
DIAGENL-PHCU: Shipping Guarantee SGISSUE51 Pending Autho Issuance Appl INR 2,000.00 TESTER
DIAGENL-PHCU: Shipping Guarantee SGISSUE52 Pending Autho Issuance Appl INR 2,000.00 TESTER
DIAGENL-PHCU: Shipping Guarantee SGTEMP52 Pending Autho Issuance Appl INR 2,000.00 TESTER
9783113-9783: Standby LC TEST12345 Pending Autho 253020715277 SLC Amendme INR 100.00 AMENDED PARTY
DIAGENL-PHCU: Import LC TRADEOPSCHK Pending Autho Issuance Appl USD 20,000.00 DFGFGFDGFDGFDG
9783113-9783: Import Collection NETWROK ISSUE 3 Sent to Bank 253031003462 Payment Appl USD 3,000.00 V-M-P
Records 1 to 20
Print
Raise Service Request
Print PDF Attachments

Screen 2.6a

Search Parameter	Description
Company	Select the required company id from the list box
Product Name	Select the product for which you want to search the transaction for e.g. Import LC
Company Reference	Enter the reference number that the company user has assigned for the transaction at the time of transaction initiation.

Bank reference	Enter the reference number that the bank has assigned for the transaction. This will not be available during first time initiation.
Counter Party	Enter the name of the counter party
Status	Select the status that you want to search for e.g. Incomplete
Currency	Select the currency for which you want to edit the transaction.
Amount	Enter the range of amount to search.
Txn Date range	Enter the range of issue dates of the transaction.
Expiry Date range	Enter the range of due or expiry dates of the transaction.
Bulk Complete Ref No.	Enter the system number allocated to bulk completed transactions.
Last Updated by	Select User ID and User Name of operator to filter transactions last updated by specific user.
Docs in Order	Documents status indicator (Discrepancy) in Import Bills.

Click on the transaction directly to open and view as in below screen, the details of that particular transaction. The page displayed can be printed by clicking on the print button. User can also click on the “Edit” button to make and changes to the transaction provided it is not Processed or Sent to Bank. The user can also delete the transaction by clicking on the “Delete” button.



Partial Shipment | **Transhipment**

Ship From | **Ship To**

Latest Shipment Date | **Country of Origin**

Shipment Period

Parties

Type	PartyID	Name
Applicant	5424968	NEW COMPANY GROUP 3-1
Beneficiary		
Advising Bank		

Insurance

Policy Number | **Insurer Name**

Covered By | **Insurer Address**

Goods Description

Documents Required

(PLEASE DELETE IF NOT APPLICABLE)
+FULL / 2/3 SETS OF (3/3)ORIGINAL PLUS NON-NEGOTIABLE
COPY / COPIES OF CLEAN SHIPPED ON BOARD MARINE BILLS OF LADING /
NON-NEGOTIABLE SEA WAYBILL / MULTIMODAL TRANSPORT DOCUMENT TO
ORDER OF AND BLANK ENDORSED MARKED
'FREIGHT PREPAID / COLLECT' AND NOTIFY APPLICANT.
+CLEAN AIR WAYBILL MARKED 'FOR THE SHIPPER' SHOWING FLIGHT DATE
AND NUMBER CONSIGNED TO STANDARD CHARTERED BANK /
INDICATED THE NUMBER OF THIS CREDIT, NOTIFY APPLICANT/ ,
AND MARKED FREIGHT PREPAID /COLLECT.
+FORWARDER'S CARGO RECEIPT ISSUED BY MARKED

Instructions to Bank

Charges Applicable in Transaction

Charge Type	Account Number

Customer Instructions

(PLEASE DELETE IF NOT APPLICABLE)
+PLEASE FIX EXCHANGE RATE.
+PLEASE ARRANGE INSURANCE COVER THROUGH CGU INTERNATIONAL
INSURANCE PLC.

Remarks (for your internal use)

Attached Documents

	Doc Type	File Name	File Size (KB)

Terms and Conditions For LC Issuance

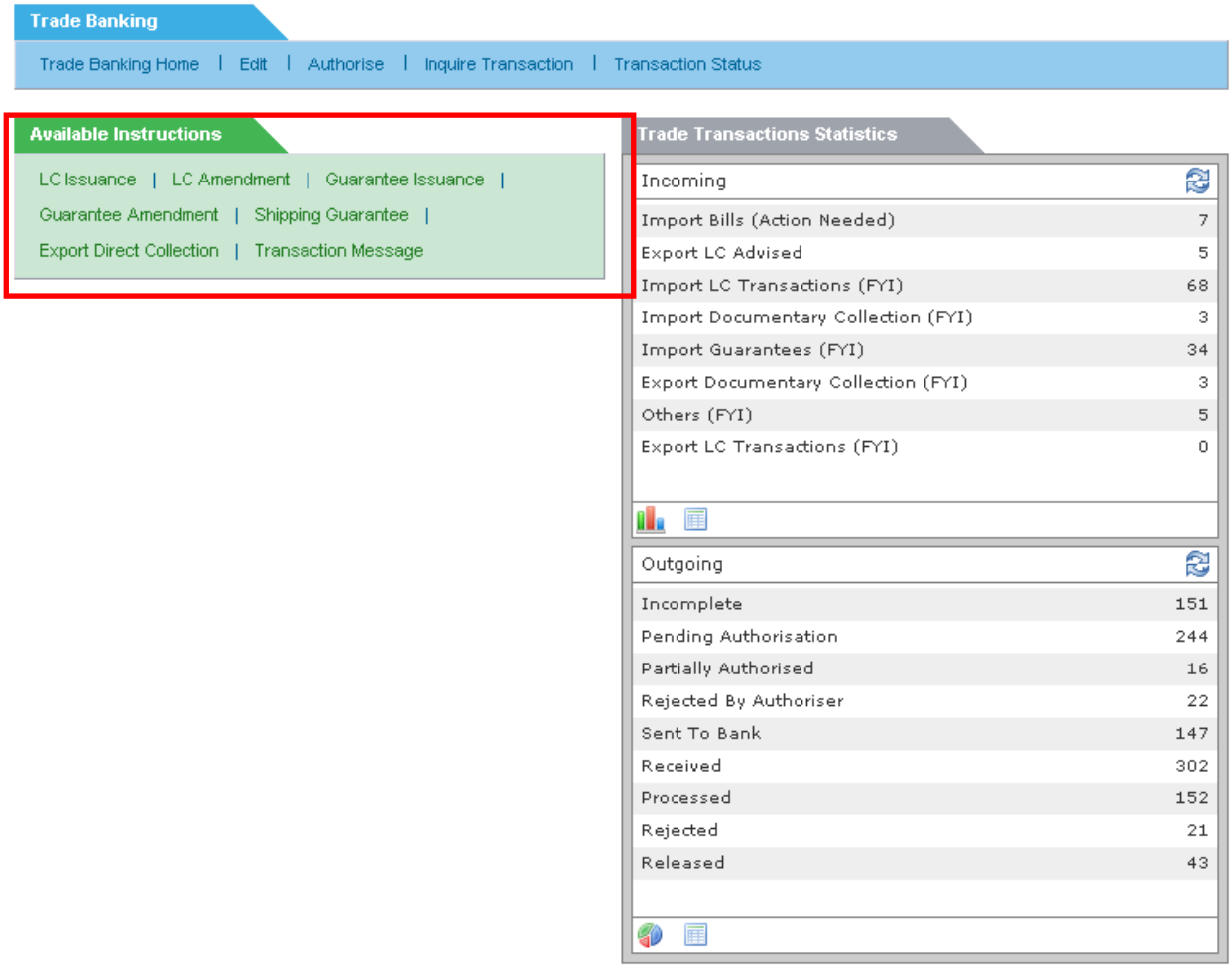
Unless otherwise stated in the customer instructions, this application and the D/C are subject to the Uniform Customs and Practice for Documentary Credits of the International Chamber of Commerce version 600. In addition, this application is subject in all respects to your Standard Terms and Conditions for Banking Facilities and Services, General Customer Agreement and any other agreements previously signed and delivered to you by us, if any.

Edit | Delete | Print | Cancel

Screen 2.6b

2.7 Available Instructions

This tab carries links that help the customer to initiate a particular trade transaction. A host of trade products will be displayed under this section as shown in below screen. The task bar is controlled by access rights provided to the user.


Trade Banking
Trade Banking Home | Edit | Authorise | Inquire Transaction | Transaction Status
Available Instructions
LC Issuance | LC Amendment | Guarantee Issuance |
Guarantee Amendment | Shipping Guarantee |
Export Direct Collection | Transaction Message
Trade Transactions Statistics
Incoming
Import Bills (Action Needed) 7
Export LC Advised 5
Import LC Transactions (FYI) 68
Import Documentary Collection (FYI) 3
Import Guarantees (FYI) 34
Export Documentary Collection (FYI) 3
Others (FYI) 5
Export LC Transactions (FYI) 0
Outgoing
Incomplete 151
Pending Authorisation 244
Partially Authorised 16
Rejected By Authoriser 22
Sent To Bank 147
Received 302
Processed 152
Rejected 21
Released 43

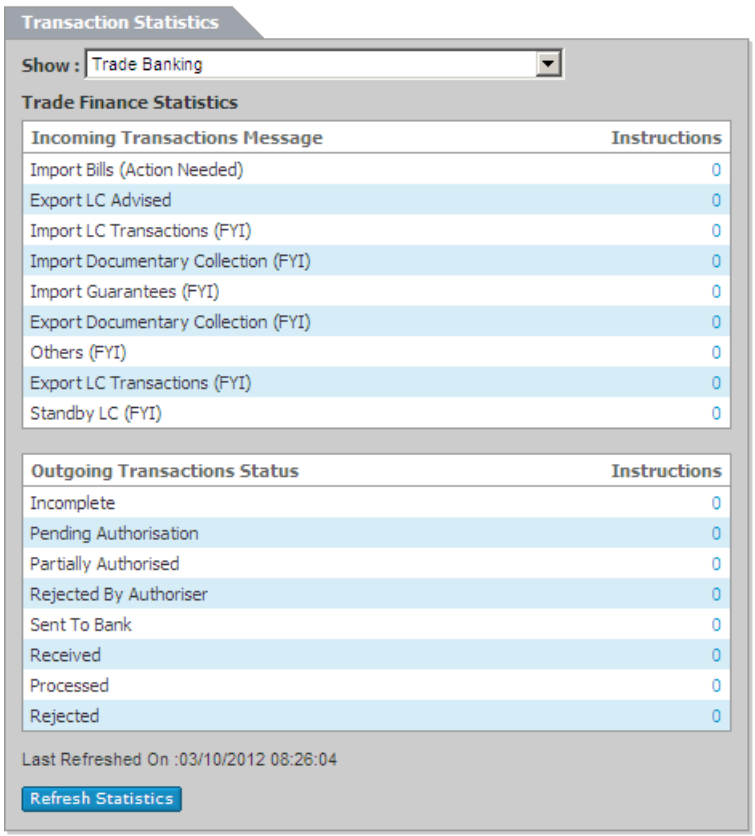
Screen 2.7

The products available are Letter of Credits (Issuance and Amendment), Guarantees (Issuance and Amendment) Shipping Guarantees and Export Direct Collection. Only those products which the company has subscribed to or which the user has rights to will be displayed. Each of these products is explained as separate chapters subsequently.

Product	Description
LC Issuance	Clicking this link will take the user to the LC Application form screen. Once the duly filled in online application form is sent to the bank, the request for issuance of LC will be processed.
LC Amendment	Clicking on this option will take the user to a screen displaying a list of processed import L/Cs. The user can search using the search options and select the particular LC which needs to be amended.
Guarantee Issuance	This option will be used when the customer requires a customs bonds / guarantees are to be issued.
Guarantee Amendment	Clicking on this option will take the user to a screen displaying a list of processed guarantees. The user can search using the search options and select the particular guarantee which needs to be amended.
Shipping Guarantee	This option will be used when the customer requires shipping guarantees are to be issued.
Export Direct Collection	This option will be used when the customer requires send the Export Direct Collection to the Collecting Bank are to be issued.
Transaction Message	This option will be used when the customer requires to send any messages to the bank on their initiated transactions with the bank.

2.8 Trade Transactions Statistics

This tab provides a statistical summary of all the trade transactions for the entire group statistics. The user will click on the individual number to zoom into their transactions created by them. The statistics section has two sub-sections namely Incoming (Transactions sent by the Bank) and Outgoing (Transactions initiated by the Customer).



Screen 2.8

Incoming (Bank Message) section will carry the details of transactions initiated / processed by the bank. All transactions sent by the bank are shown under individual Products appropriately. Any transaction that requires an action by the customer for e.g. Payment or Acceptance of Import Bill will be shown under Import Bills (Action needed) row. Transactions that are for information purpose for e.g. advices will be shown under respective Product (FYI) rows. The advices that are available to the customer in the FYI folder are as follows:

1. Advising of LC issuance
2. SWIFT MT700
3. Payment Advices for payments under LC
4. LC Amendment Advices
5. SWIFT MT707
6. Advising of Guarantee Issuance
7. SWIFT MT760
8. Guarantee Cancellation advice
9. Payment Advices for payments under Guarantee
10. Guarantee amendment Advices
11. SWIFT MT767
12. Payment Advices for payments under Import Collections
13. Document arrival Notice
14. Document Dispatch advice
15. Acceptance Advice
16. Maturity Advice

Note: Please consult your local SCB Solution Delivery or Relationship Manager for the exact advices that will be available since the above list may vary between countries.

Outgoing (Customer initiated transactions) will give a summary of transactions under different status like Incomplete, Pending authorization, Partially Authorized, Rejected by Authoriser, Sent to Bank, Received, Processed and Rejected.

Status	Description
Incomplete	This will display the number of transactions that still require input and / or corrections by the customer user.
Pending Authorisation	This denotes the number of transactions that still require internal authorisation from the customer.
Partially Authorised	This will display the number of transactions that still require signing off from the Customer's final signer.
Fully Authorised	This denotes the total number of transactions that are fully signed and ready to be sent to the bank.
Rejected By Authoriser	This displays the number of transactions that are rejected by the authoriser.
Sent to Bank	This displays the number of transactions that have already been sent to the bank.
Received	This displays the number of transactions that have been received by the bank.
Processed	This displays the total number of transactions that have been processed by the bank.
Rejected	This denotes the number of transactions submitted by customer that are rejected by the bank.

Refresh icon at the top right corner on this window helps user to refresh the numbers to ensure an accurate view at any time by clicking the "Refresh" button.

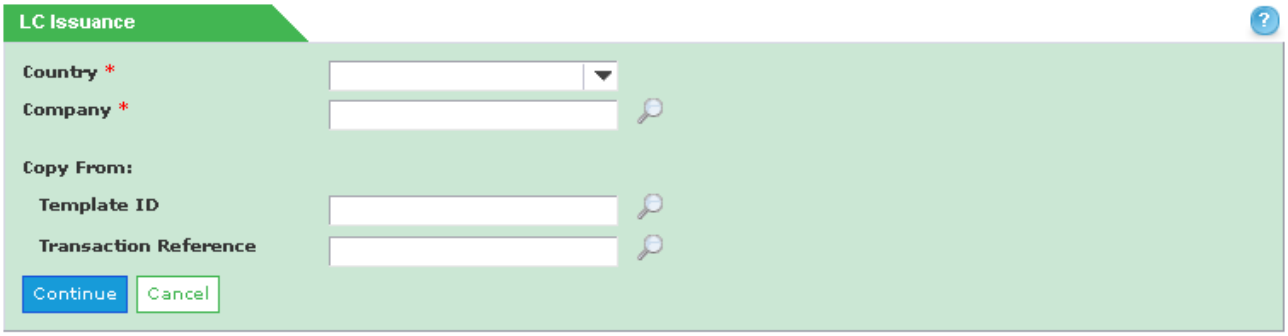
Bar Graph icon at the left bottom corner in the Incoming section of the statistics window helps user to see the Incoming statistics in the bar graph manner.

Pie Chart icon at the left bottom corner in the Outgoing section of the statistics window helps user to see their statistics in the Pie chart manner.

Table icon at the bottom helps the users to see their statistics in the tabular manner which is enabled as the default option.

3 Product – Import LC Issuance

On clicking the 'LC Issuance' under Available Instructions, the user will be taken to the following page (Screen 3.0).



Screen 3.0

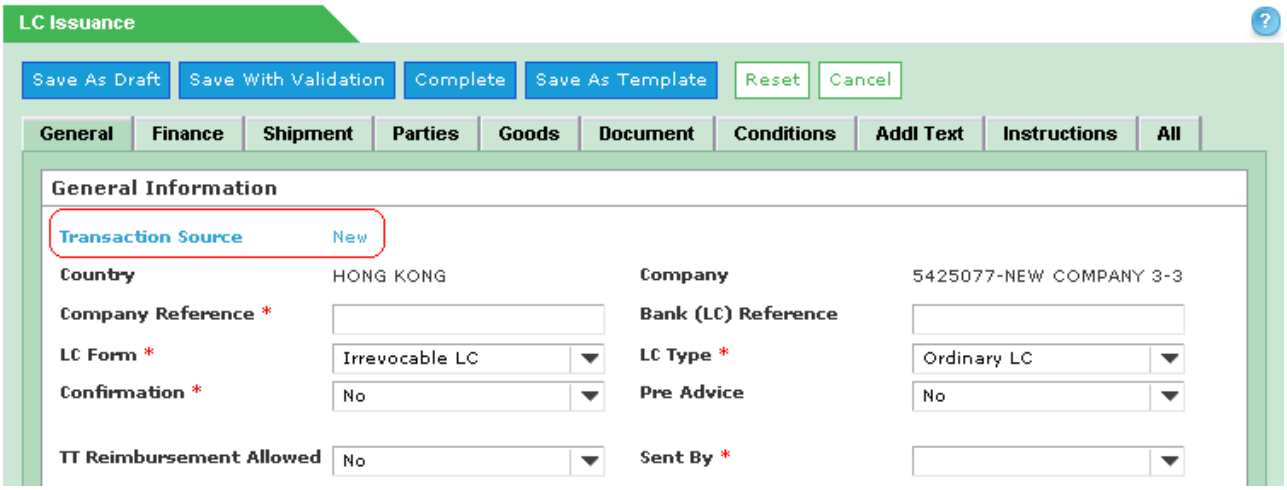
The user has to select the country, his Company ID OR Company Name from the dropdown and then choose any of the four options provided below to create the LC application.

Options to create LC application	Description
New LC application	Select the Country and Company from the list. Click on continue button to create a new LC transaction from a blank form.
From Template	Select the template from Template ID list box by clicking on the magnifying glass icon besides it. After selecting the template, click on the Continue button to use the template data in the LC application.
Copy from Transaction	Select any existing successful transaction from Transaction Reference list box by clicking on the icon besides it. This option will allow the user to create LC application from existing transaction. After selecting the transaction, click on the Continue button to proceed with the LC application.
Cancel button	Click on this button to cancel this process and return back to the Trade Banking home page.

3.1 Create LC Applications in 3 Steps

3.1.1 New LC Application

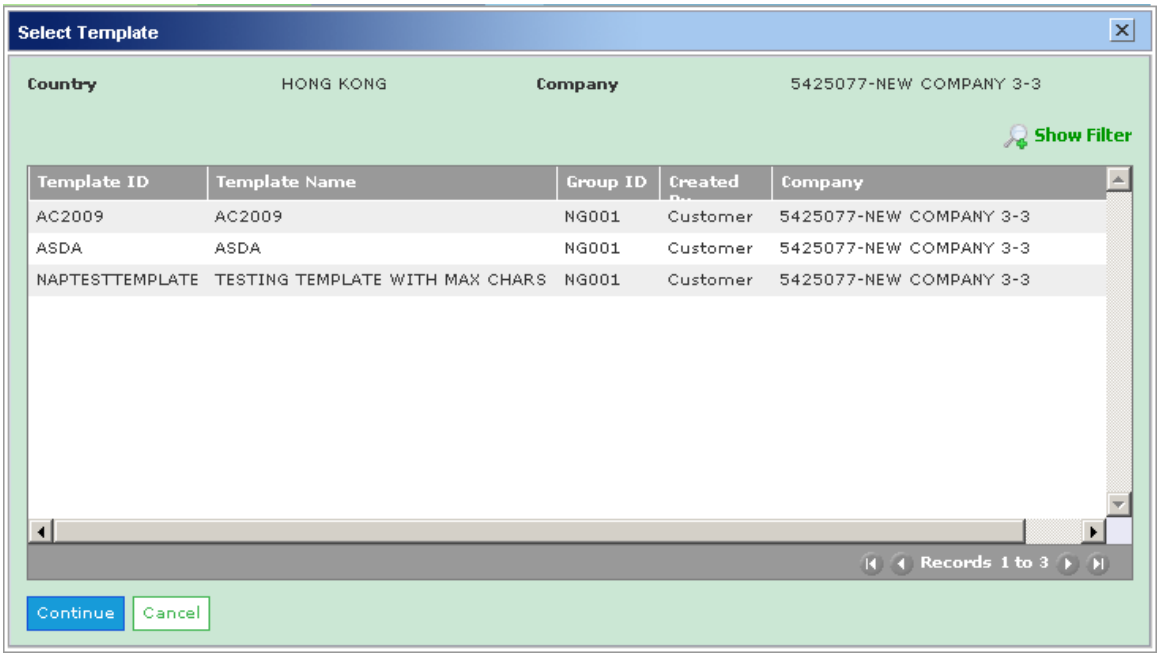
When the user chooses to create LC from a fresh and blank application form, a new transaction form is opened with no preset values, to input the transaction details. The source of the transaction is displayed as 'New' as shown in screen 3.1.1 below.



Screen 3.1.1

3.1.2 Create LC from Template

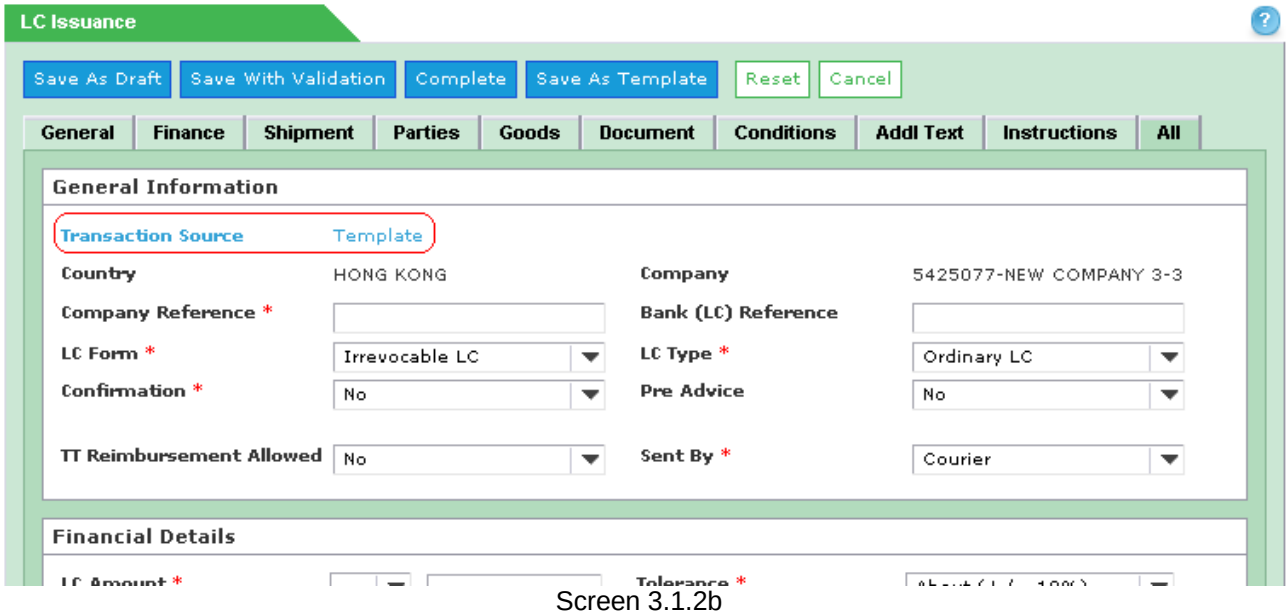
When the user clicks on the icon besides Template ID field, a list of templates created for Import letters of credit will be displayed as shown in screen 3.1.2. User can also use the show filter link to search a specific template from which they want to copy the details to a new transaction. Select a template from the list and click Continue, which then takes the user to the original LC transaction form. The transaction form will populate all the details from the selected template, thus reducing the input time.



Screen 3.1.2a

On clicking 'Continue' the user will be taken to the Import LC Application Screen as shown below in screen 3.1.2b. The LC particulars are captured in the various fields available under different tabs such as General, Finance, Shipment, Parties, Goods, etc. To fill all the details in a single flow click on the 'All' tab.

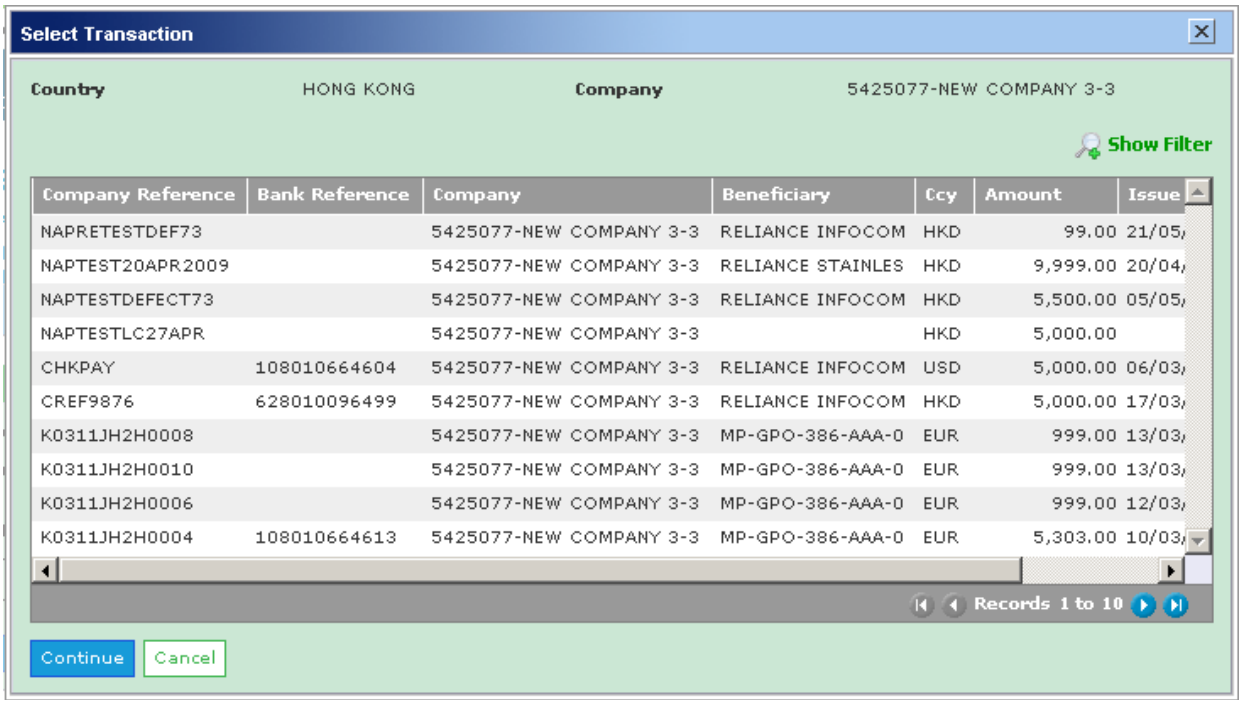
The source of the data is marked as "Template" in the Transaction Source field.



Screen 3.1.2b

3.1.3 Create LC from Transaction

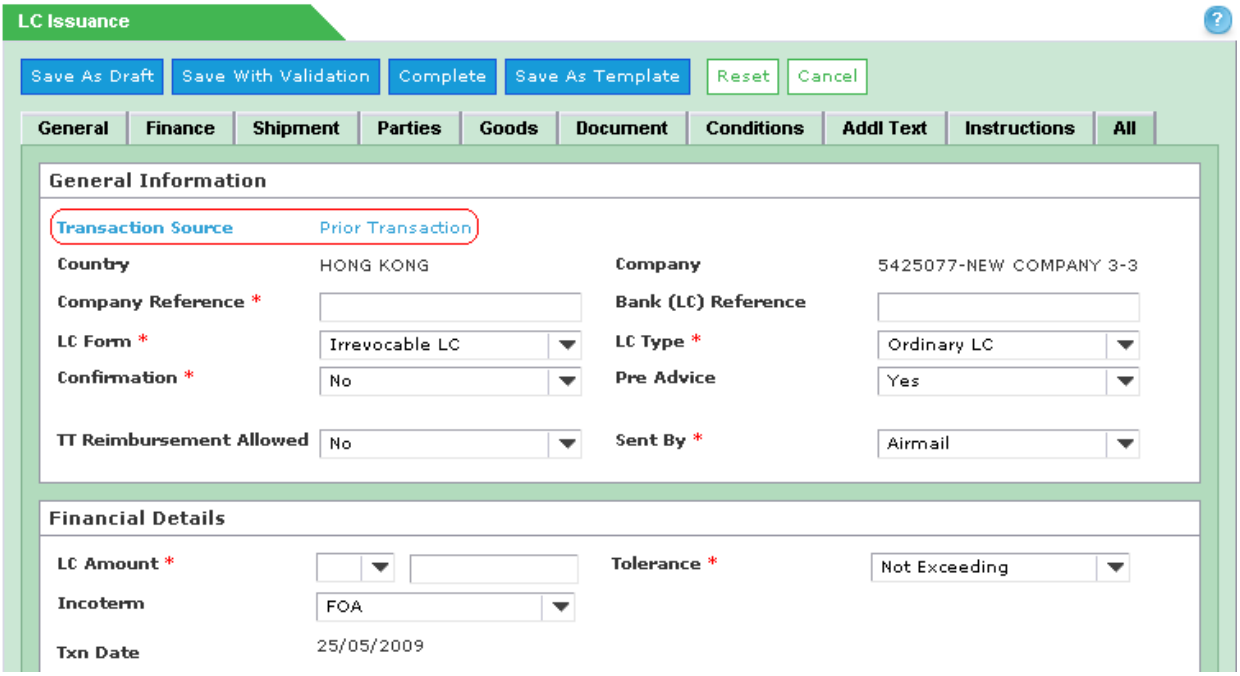
When the user clicks on the icon besides Transaction Reference field, a list of existing transaction created for Import letters of credit will be displayed as shown in screen 3.1.3a. User can also use the show filter link to search a specific transaction from which they want to copy the details to a new transaction. Select a transaction from the list and click Continue, which then takes the user to the original LC transaction form. The transaction form will populate all the details from the selected transaction, thus reducing the input time.


Select Transaction
Country HONG KONG Company 5425077-NEW COMPANY 3-3
Show Filter
Company Reference | Bank Reference | Company | Beneficiary | Ccy | Amount | Issue
NAPRETESTDEF73 | | 5425077-NEW COMPANY 3-3 | RELIANCE INFOCOM | HKD | 99.00 | 21/05/
NAPTEST20APR2009 | | 5425077-NEW COMPANY 3-3 | RELIANCE STAINLES | HKD | 9,999.00 | 20/04/
NAPTESTDEFECT73 | | 5425077-NEW COMPANY 3-3 | RELIANCE INFOCOM | HKD | 5,500.00 | 05/05/
NAPTESTLC27APR | | 5425077-NEW COMPANY 3-3 | | HKD | 5,000.00 |
CHKPAY | 108010664604 | 5425077-NEW COMPANY 3-3 | RELIANCE INFOCOM | USD | 5,000.00 | 06/03/
CREF9876 | 628010096499 | 5425077-NEW COMPANY 3-3 | RELIANCE INFOCOM | HKD | 5,000.00 | 17/03/
K0311JH2H0008 | | 5425077-NEW COMPANY 3-3 | MP-GPO-386-AAA-0 | EUR | 999.00 | 13/03/
K0311JH2H0010 | | 5425077-NEW COMPANY 3-3 | MP-GPO-386-AAA-0 | EUR | 999.00 | 13/03/
K0311JH2H0006 | | 5425077-NEW COMPANY 3-3 | MP-GPO-386-AAA-0 | EUR | 999.00 | 12/03/
K0311JH2H0004 | 108010664613 | 5425077-NEW COMPANY 3-3 | MP-GPO-386-AAA-0 | EUR | 5,303.00 | 10/03/
Records 1 to 10
Continue
Cancel

Screen 3.1.3a

On clicking ‘Continue’ the user will be taken to the Import LC Application Screen as shown in screen 3.1.3b. The LC particulars are captured in the various fields available under different tabs such as General, Finance, Shipment, Parties, Goods, etc. To fill all the details in a single flow click on the 'All' tab.

The source of the data is marked as “Prior Transaction” in the Transaction Source field.



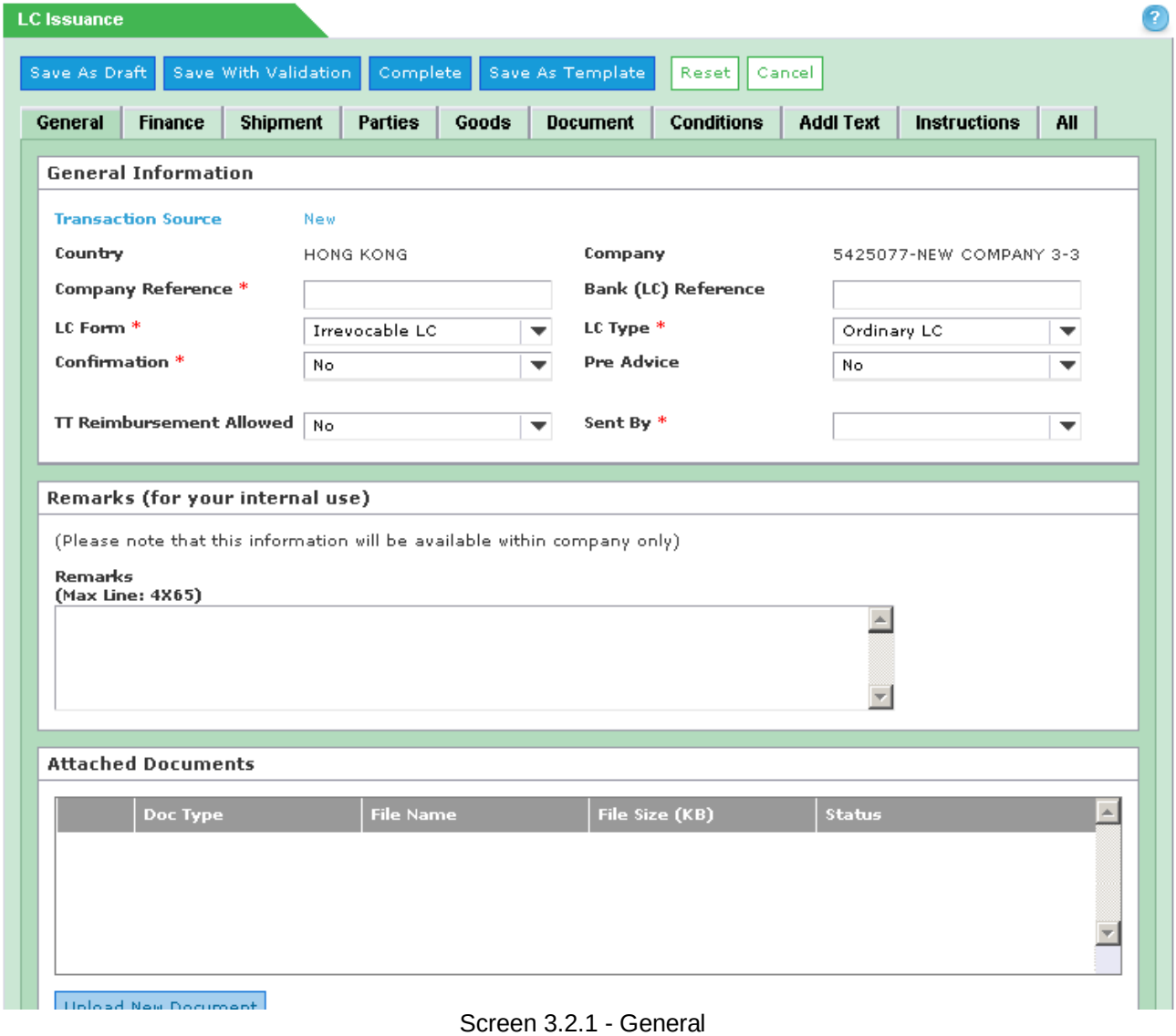
Screen 3.1.3b

3.2 Import LC Flow

The various tabs are described below in the order of their appearance.

3.2.1 General

Under this tab, screen is grouped under three different information requirements namely General Information, Remarks and Attached Documents. The user needs to fill in appropriate relevant fields. Fields marked in red asterisk * are mandatory. This tab will capture the basic details of the Letter of credit such as Company Reference, LC type, Form of LC, Remarks and any supporting document required with the LC application by the bank etc.



Screen 3.2.1 - General

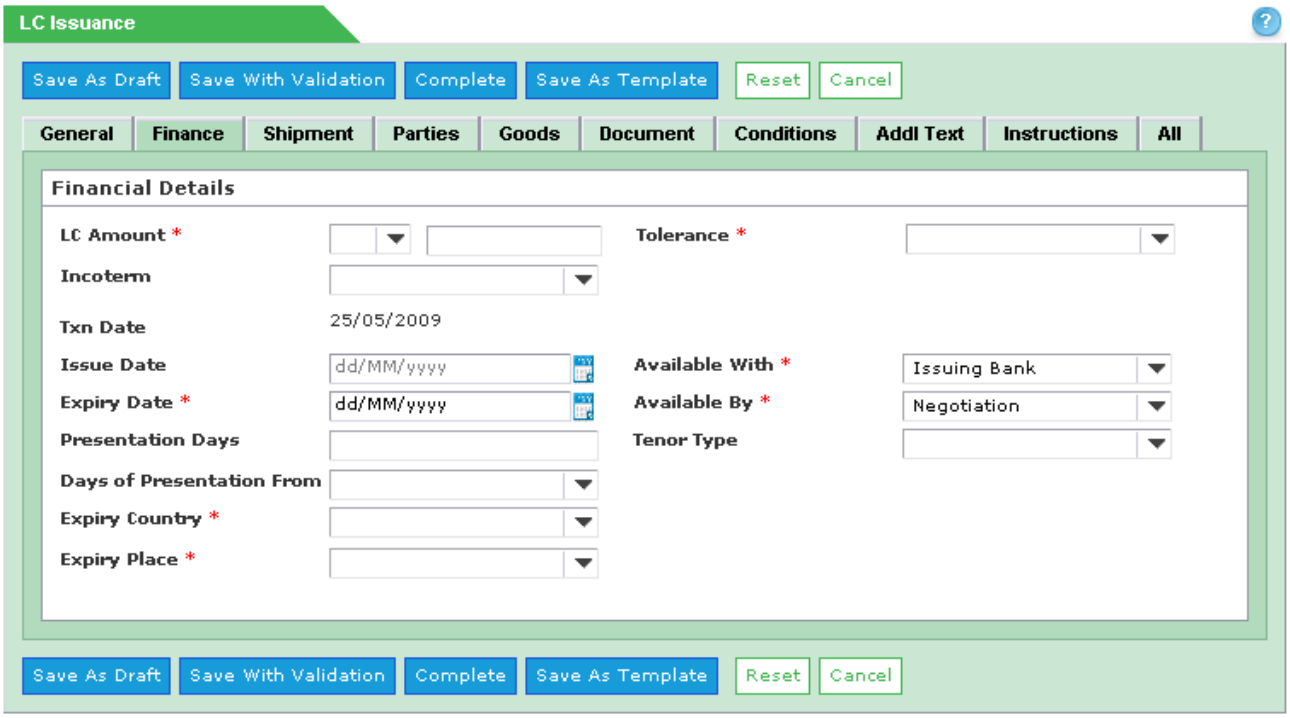
The various fields under this section and the input guidelines are shown in the below table

Field	Requirement	Type of Field	Generic / Country Specific	Description / Rules
Customer Reference	Mandatory	Alpha Numeric	Generic	A unique reference for you to identify the L/C, e.g. Purchase order number, Contract reference number etc.

LC Number			Customer specific	LC Number is assigned by the Bank's back-office system. You will only see this field after the application is submitted to the Bank for processing.
Form of LC	Mandatory	Dropdown	Generic	Select the form of LC. Options available are Irrevocable & Transferable LC and Irrevocable LC **Irrevocable L/Cs** may not be modified or cancelled by the buyer. The buyer's issuing bank must follow through with payment to the seller so long as the seller complies with the conditions listed in the letter of credit. **Transferable LC** allows the seller to transfer all or part of the proceeds of the original letter of credit to a second beneficiary, usually the ultimate supplier of the goods.
LC Type	Mandatory	Dropdown	Generic	Select from the dropdown which can be one of the following: • **Ordinary L/C** - A regular L/C. • **Back to Back** - A secondary L/C issued on the strength of a master L/C. • **Quasi Back-To-Back** - A L/C issued for raw materials against Master L/C for finished goods. • **Re-shipment** - A L/C issued for reshipment of goods. • **Red-Clause** - A Letter of Credit containing a condition that authorizes the Advising Bank or any other Nominated Bank to make advances to the Beneficiary before presentation of documents. • **Capital Goods** - A L/C issued for the purchase of capital equipment for own use. • **Transferred L/C** - A transferable credit is one that can be transferred in whole or in part by the original (first) beneficiary to one or more other parties (second beneficiaries).
Confirmation Instruction	Mandatory	Dropdown	Generic	Specify whether confirmation may or may not be added. • **May Add**: May add confirmation subject to Beneficiary's consent, charges are for account of beneficiary. • **No**: Authorized not to add confirmation. • **Not Applicable**: Not applicable • **Yes**: Authorize to add confirmation.
Pre Advice	Optional	Dropdown	Generic	Select Yes if the LC has been pre advised otherwise No.
TT Reimbursement Allowed	Mandatory	Dropdown	Generic	Specify whether claiming reimbursement by TT is permitted. Select from the dropdown options of 'Yes' and 'No'. By default it is "No".
Sent By	Mandatory	Dropdown	Generic	This is delivery mode of the LC to Advising Bank. Select from the dropdown such as Airmail, By Hand, Courier, Mail, Reg Mail, Speed Post, SWIFT etc.
Remarks	Optional	Alpha Numeric	Generic	Please enter any special remarks for your internal purpose.
Attached Documents	Optional	File attach	Generic	Upload any supporting document if required by the bank with the LC application.
Terms and Conditions for LC Issuance	Non Editable	Text	Generic	This is the standard terms and conditions for LC issuance by the bank which will be appended for every LC Issued

3.2.2 Finance

This section will capture the basic financial details of the LC such as Amount, Tolerance, Inco term, Expiry Date, Tenor etc. The various fields under this section and the input guidelines are shown in the below table.



Screen 3.2.2

The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Generic / Country Specific	Description / Rules
LC Currency and Amount	Mandatory	Dropdown	Generic	Select the currency from the dropdown. Enter the Amount of the LC in the amount field.
Tolerance	Mandatory	Dropdown	Generic	Select any of the following from the list. • **About (+ / -10%):** Drawing amount can be varied by + / - 10% of L/C amount. • **Exactly**: Drawing must be exactly as L/C amount. • **Not Exceeding**: Drawing must not exceed L/C amount (can be less). • **Vary Amt/Pct**: Drawing amount can be varied by a specified amount or percentage.
Variance Amount	Mandatory *	Numeric	Generic	Only applicable if Tolerance selected is Vary Amt/Pct. Drawing can exceed L/C amount by this amount.
Variance %	Mandatory *	Numeric	Country	Only applicable if Tolerance selected is Vary Amt/Pct. Drawing can be varied by +/- this percentage of L/C amount.
Inco term	Mandatory	Dropdown	Generic	An international code defining the responsibility for the goods during transportation from start to end, and the responsible party for various charges and risks. Select the LC terms from the list provided. For e.g. FOB, CIF etc.

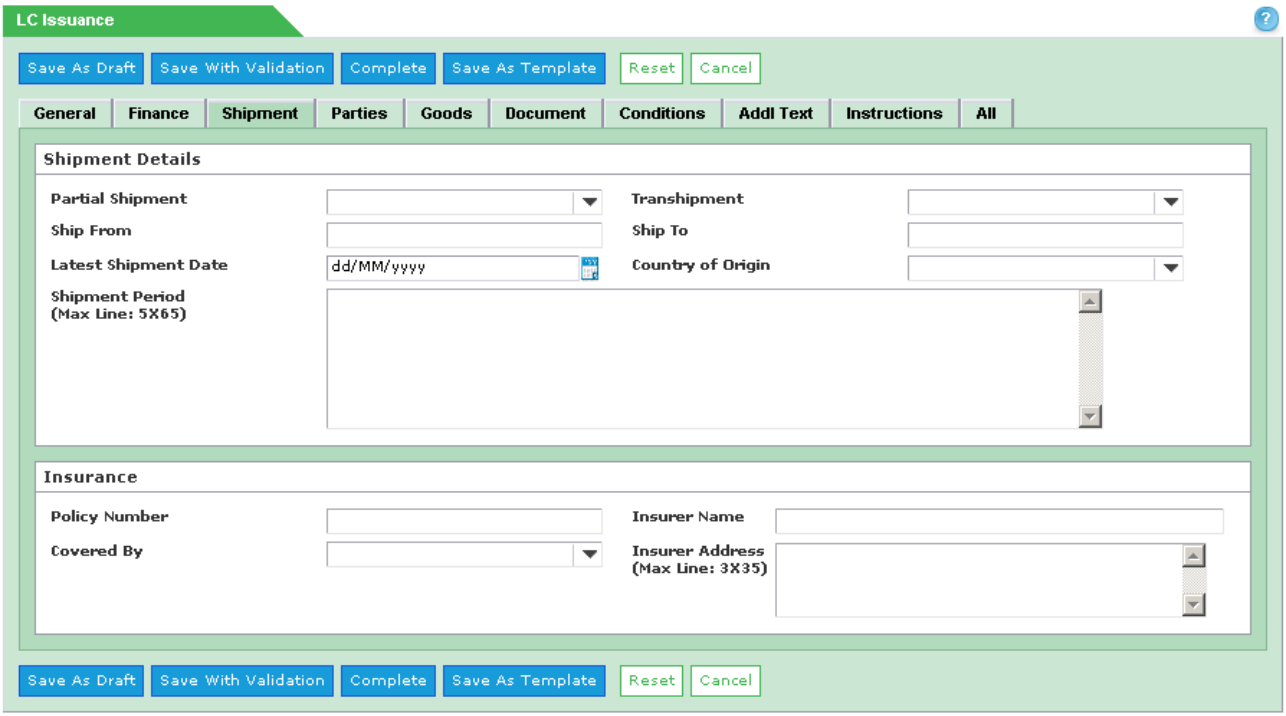
Available With	Mandatory	Dropdown	Generic	Specify which bank is authorised to negotiate, pay or accept the documents on behalf of the beneficiary. It can be: • **Advising Bank**: LC Advising Bank • **Issuing Bank**: LC Issuing Bank • **Any Bank:** Any Bank, only applicable if Settlement By is Negotiation.
Expiry Date	Mandatory	Numeric	Generic	Enter the expiry date of the LC. User can select the date by clicking on the date lookup icon also.
Available By	Mandatory	Dropdown	Generic	Specify how payment should be made. Select the following values from the list provided. • **Acceptance** : Payment is available at maturity, usually requires a draft. • **Deferred Payment** : Payment is delayed until the time specified in the LC. • **Negotiation** : Payment is available with nominated Bank. • **Payment** : Payment is available immediately after presentation of the documents.
Presentation Days		Numeric	Generic	Enter the no of days allowed for presentation of documents.
Tenor type	Mandatory	Dropdown	Generic	Select from the following in the list provided. • **Sight**: L/C is payable immediately upon presentation of required documents which complied with L/C terms. • **Usance**: L/C is payable at a specified due date, or after a period of time from a specified event /condition. E.g. 30 days after draft date. • **Instalment**: L/C is payable according to a specified instalment schedule.
Days of Presentation from	Mandatory	Dropdown	Generic	Select from the dropdown. This identifies the event of the trade after which the documents have to be presented
Draft After	Mandatory	Dropdown	Generic	Select from the following in the List if the LC is Usance or Installment. • After Draft Date: After the date of draft. • After Custom Clearance: After the goods are cleared from customs. • After FDA Approval: After the goods have been approved by the Federal Drugs Administration. • After First Presentation: After the documents are first presented. • After Arrival of Goods: After the goods arrive at the destination. • After Receipt of Demand: After receipt of demand. • After Date of Invoice: After the date on Invoice. • Sight: After presentation of documents or on demand. • After Transport Doc Date: After the date on transport document, such as Bill of Lading, Airway Bill etc.
Expiry Country	Mandatory	Dropdown	Generic	Select from the dropdown.
Tenor days	Mandatory *	Numeric	Generic	This field will become mandatory when the tenor type is Usance. Enter the no. of days if the LC is a Usance LC for e.g. 30 days, 60 days etc.
Expiry Place	Mandatory	Dropdown	Country	Select from the dropdown. The options available are Beneficiary country, At our counters and Others. If user selects Others, a separate blank field will be displayed to the user in which the user has to specify the place where the credit expires. For some countries the field will be a free text window.
Varied Amount +/-	Mandatory *	Numeric	Generic	Enter the amount of variance allowed under the LC. Requires input if you have selected vary amount in Tolerance.

Varied Percentage +/-	Mandatory *	Numeric	Country	Enter the percentage of variance allowed under the LC. Requires input if you have selected vary percentage in Tolerance. For select countries system will support only one value for varied percentage, i.e. +/- will be same value.

* denotes fields that are dependent on input on another field.

3.2.3 Shipment

This section covers all information related to the shipment and the insurance involved in the letter of credit.



Screen 3.2.3

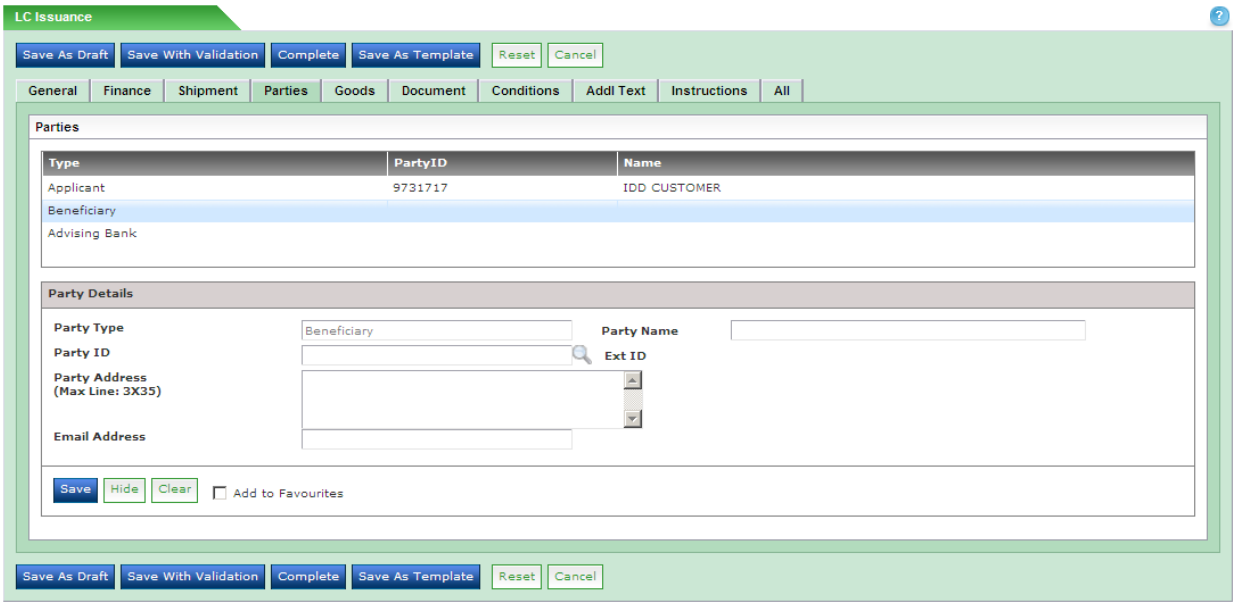
The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Generic / Country Specific	Description / Rules
Partial Shipment	Mandatory	Dropdown	Generic	Select from the dropdown. The options available are Allowed, Not allowed and Not Applicable.
Transhipment	Mandatory	Dropdown	Generic	Select from the dropdown. The options available are Allowed, Not allowed and Not Applicable.
Ship From		Text Area	Generic	Enter the name of the port of discharge of goods.
Ship To		Text Area	Generic	Enter the name of the port of destination of goods.
Latest Shipment Date	Mandatory	Date	Generic	Enter the latest date till shipments can be made.
Country of Origin		Dropdown	Generic	Select Country of origin from dropdown
Shipment Period		Alpha Numeric	Generic	Enter the period allowed for shipment of goods.
Insurance Policy Number		Alpha Numeric	Generic	Enter the policy number of the Insurance, if the policy is an open policy and/or covered by the applicant.

Insurance Covered By	Mandatory	Dropdown	Generic	Specify responsible party to cover insurance of goods when not defined by Inco terms: • **Applicant**: To be covered by Applicant • **Not Applicable**: To be covered under mutual agreement between LC Applicant and Beneficiary. • **Ultimate Buyer**: To be covered by Buyer
Insurance Company Name		Text Area	Generic	Enter the name of the Insurance Company.
Insurance Company Address		Text Area	Generic	Enter the address of the Insurance Company.

3.2.4 Parties

This section captures all the details about the parties involved in the letter of credit.



Screen 3.2.4

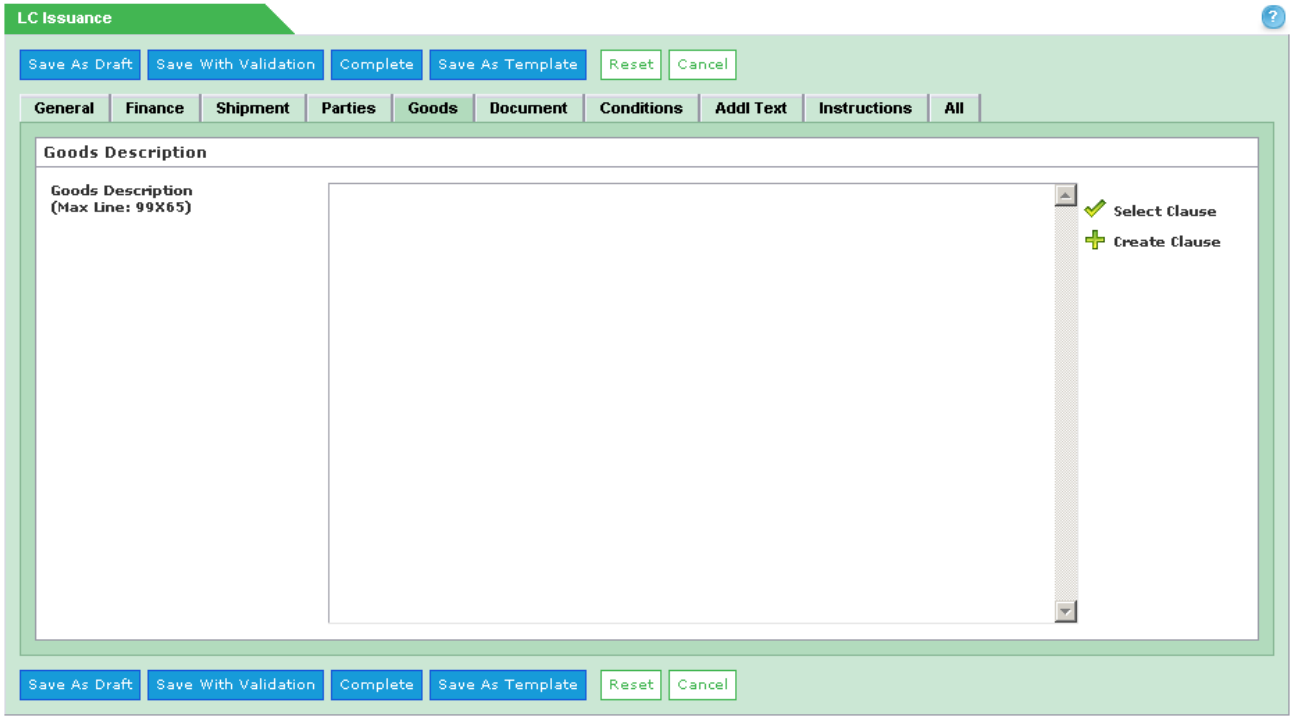
This section allows you to maintain the applicant, beneficiary and Advising Bank list. Click on any one of the category and system will expand the details to be maintained.

Field	Requirement	Type of Field	Generic / Country Specific	Description / Rules
Party Type		Non Editable	Generic	This is a non-editable field. It is the type of the party you want to create for e.g. Applicant, Beneficiary or Advising Bank.
Party Name	Mandatory	Text area	Generic	Enter the name of the Party.
Party ID	Mandatory	Look up Icon		Click on the look up icon and select the party from the new window that displays a list of applicant or beneficiary or advising bank Ids. You can also type the first few characters of the Party ID and click on lookup to get a shortlist of Ids that match your criteria.
Party Address	Mandatory	Text area		The address will automatically get updated once you have selected either the ID or the Name.
Email Address	Optional	Text area	Generic	Customers can also capture the email id of their beneficiary via “LC Issuance” screen under Parties section.
Add to Favorites		Radio button	Generic	Tick on the radio button if you want to include this party in your favorites list. This enables you to select this company from the favorites at the next instance of issuance request input.
Party Type		Non Editable	Generic	This is a non-editable field. It is the type of the party you want to create for e.g. Applicant, Beneficiary or Advising Bank.

Party Name	Mandatory	Text area	Generic	Enter the name of the Party.
Party ID	Mandatory	Look up Icon		Click on the look up icon and select the party from the new window that displays a list of applicant or beneficiary or advising bank Ids. You can also type the first few characters of the Party ID and click on lookup to get a shortlist of Ids that match your criteria.
Party Address	Mandatory	Text area		The address will automatically get updated once you have selected either the ID or the Name.
Email Address	Optional	Text area	Generic	Customers can also capture the email id of their beneficiary via “LC Issuance” screen under Parties section.
Add to Favorites		Radio button	Generic	Tick on the radio button if you want to include this party in your favorites list. This enables you to select this company from the favorites at the next instance of issuance request input.

3.2.5 Goods

This section covers all the details about the goods that are going to be traded under the LC.



Screen 3.2.5

Field	Requirement	Type of Field	Generic / Country Specific	Description / Rules
Goods Description	Mandatory	Text area	Generic	Enter the brief description of goods, unit price, if any and shipping terms as defined in the Inco terms. User can also select the pre-defined text from Clause library by clicking on the “Select Clause’ link besides it.

3.2.6 Documents

This section covers all the details of documents that need to be presented for payment under the letter of credit. You can change the text appropriately with the actual number of copies as required by the bank.

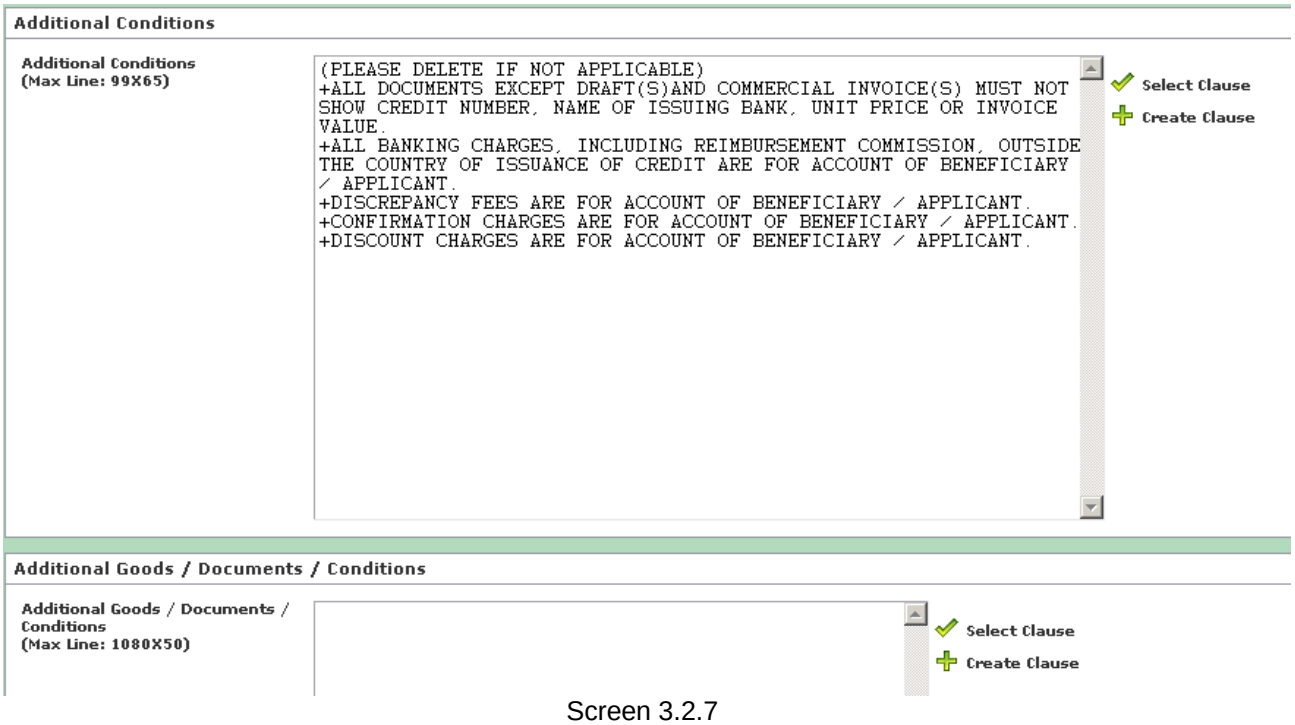
LC Issuance
Save As Draft
Save With Validation
Complete
Save As Template
Reset
Cancel
General
Finance
Shipment
Parties
Goods
Document
Conditions
Addl Text
Instructions
All
Documents Required
Documents Required
(Max Line: 99X65)
(PLEASE DELETE IF NOT APPLICABLE)
+FULL / 2/3 SETS OF (3/3)ORIGINAL PLUS NON-NEGOTIABLE
COPY / COPIES OF CLEAN SHIPPED ON BOARD MARINE BILLS OF LADING /
NON-NEGOTIABLE SEA WAYBILL / MULTIMODAL TRANSPORT DOCUMENT TO
ORDER OF AND BLANK ENDORSED MARKED
'FREIGHT PREPAID / COLLECT' AND NOTIFY APPLICANT.
+CLEAN AIR WAYBILL MARKED 'FOR THE SHIPPER' SHOWING FLIGHT DATE
AND NUMBER CONSIGNED TO STANDARD CHARTERED BANK /
INDICATED THE NUMBER OF THIS CREDIT, NOTIFY APPLICANT/
AND MARKED FREIGHT PREPAID /COLLECT.
+FORWARDER'S CARGO RECEIPT ISSUED BY MARKED
FREIGHT COLLECT / PREPAID,CONSIGNED TO AND NOTIFY
FORWARDER'S CARGO RECEIPT MUST SHOW A DATE THAT GOODS ARE
RECEIVED FOR SHIPMENT AND SUCH DATE WILL BE USED TO DETERMINE THE
LATEST SHIPPING DATE AND PRESENTATION DATE.
+CARGO RECEIPT ISSUED AND SIGNED BY AUTHORIZED SIGNATORY(IES) OF
APPLICANT WHOSE SIGNATURE(S) MUST BE IN CONFORMITY WITH THE
SPECIMEN HELD BY STANDARD CHARTERED BANK EVIDENCING RECEIPT
OF THE GOODS MENTIONED IN THIS CREDIT IN GOOD ORDER AND CONDITION
SHOWING CARGO RECEIPT ISSUING DATE, GOODS DELIVERY DATE, INVOICE
VALUE, QUANTITY DELIVERED AND THE NUMBER OF THIS DOCUMENTARY
CREDIT.
+MARINE INSURANCE CERTIFICATE / POLICIES IN DUPLICATE BLANK
ENDORSED IN COPY(IES)COVERING MARINE INSTITUTE CARGO CLAUSES
Select Clause
Create Clause
Save As Draft
Save With Validation
Complete
Save As Template
Reset
Cancel

Screen 3.2.6

Field	Requirement	Type of Field	Generic / Country Specific	Description / Rules
Documents Required	Mandatory	Text area	Generic	Enter the list of all documents that the beneficiary should present for negotiation, payment or acceptance under the letter of credit. Also specify the number of copies required for each document. User can also select the pre-defined text from Clause library by clicking on the “Select Clause’ link besides it.

3.2.7 Conditions and Additionnal Text

This covers all the additional conditions that the beneficiary should satisfy while presenting documents under the letter of credit for payment.

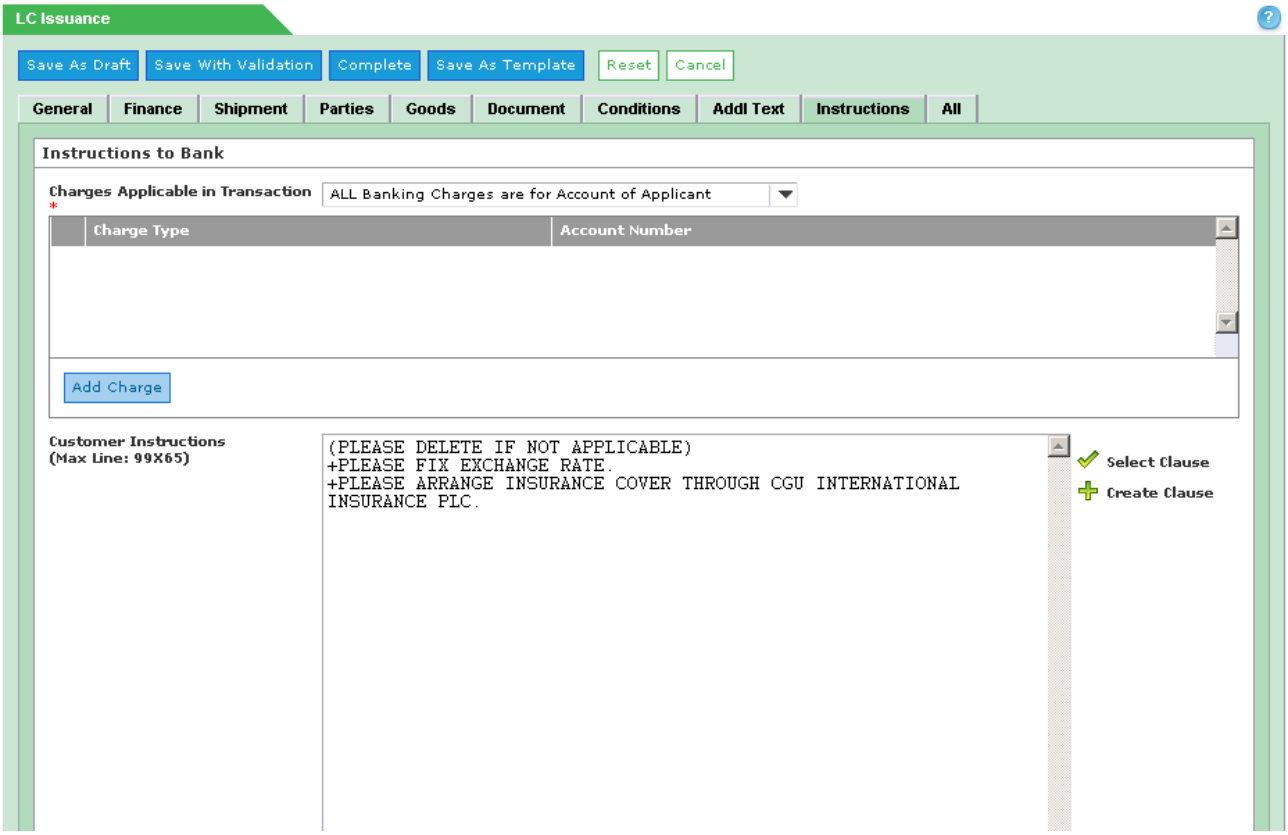

Additional Conditions
Additional Conditions
(Max Line: 99X65)
(PLEASE DELETE IF NOT APPLICABLE)
+ALL DOCUMENTS EXCEPT DRAFT(S)AND COMMERCIAL INVOICE(S) MUST NOT
SHOW CREDIT NUMBER, NAME OF ISSUING BANK, UNIT PRICE OR INVOICE
VALUE.
+ALL BANKING CHARGES, INCLUDING REIMBURSEMENT COMMISSION, OUTSIDE
THE COUNTRY OF ISSUANCE OF CREDIT ARE FOR ACCOUNT OF BENEFICIARY
/ APPLICANT.
+DISCREPANCY FEES ARE FOR ACCOUNT OF BENEFICIARY / APPLICANT.
+CONFIRMATION CHARGES ARE FOR ACCOUNT OF BENEFICIARY / APPLICANT.
+DISCOUNT CHARGES ARE FOR ACCOUNT OF BENEFICIARY / APPLICANT.
Select Clause
Create Clause
Additional Goods / Documents / Conditions
Additional Goods / Documents / Conditions
(Max Line: 1080X50)
Select Clause
Create Clause

Screen 3.2.7

Field	Requirement	Type of Field	Generic / Country Specific	Description / Rules
Additional Conditions		Text area	Generic	Enter the list of all the additional conditions that the beneficiary should satisfy while presenting documents under the letter of credit for negotiation, payment or acceptance. User can also select the pre-defined text from Clause library by clicking on the "Select Clause' link besides it.
Additional Goods/ Terms/ Conditions		Text area	Generic	Enter any other terms/conditions that you may wish to include in the letter of credit. User can also select the pre-defined text from Clause library by clicking on the "Select Clause' link besides it.

3.2.8 Instructions

In this section, the user has to input details regarding who will bear the charges and any other instructions he would like to give to the bank.



Screen 3.2.8

Field	Requirement	Type of Field	Generic / Country Specific	Description / Rules
Charges Applicable	Mandatory	Dropdown	Generic	Please indicate the party who will bear the charges by selecting from the dropdown or any specific instructions. For e.g. • **All charges by Applicant** - Applicant will pay for all charges during the life of the LC including all charges inside and outside of Singapore • **All charges by Beneficiary** - Applicant will only pay for LC opening charges i.e. our charges related to opening the LC only, any other charges are for the account of the beneficiary • **Other – Refer to customer instructions**

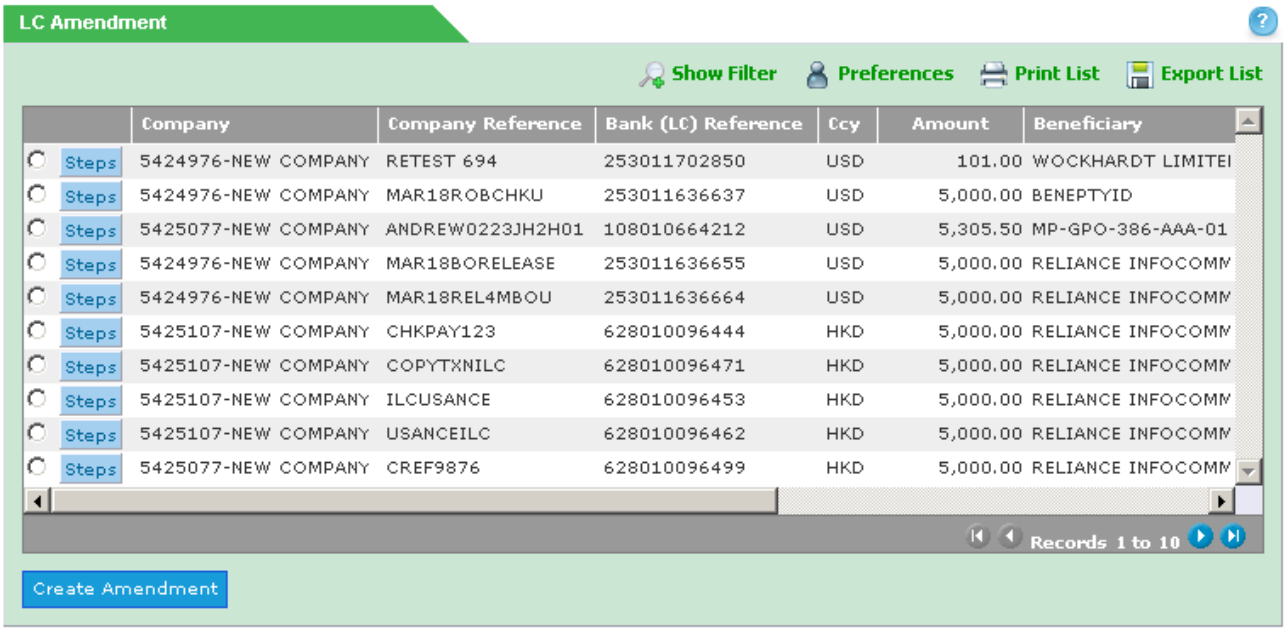
Charge Type	Conditional	Dropdown	Generic	Select from the dropdown • All Charges • Commission • Margin • Proceeds
Account Number	Conditional	Dropdown	Generic	Select from the dropdown any of your account numbers that you wish to get debited for the fee item selected. This field is mandatory only if the value selected in Charges flag is 'All charges are for the account of Applicant'. . If 'All charges' selected in banking charge only one account field will be enabled.
Customer Instructions	Mandatory	Text area	Generic	Enter any specific instructions in the LC application that you want the Bank to act on. User can also select the pre-defined text from Clause library by clicking on the "Select Clause' link besides it.

There are six action buttons present at the top and bottom of the LC application screen which are described below.

Button	Description
Save as Draft	This button helps the user to save the entered information as a draft which can be edited later and released once all the required fields are completely filled in.
Save with Validation	This button helps the user to save the LC with business validations. This can be used later to verify, complete and send it for authorization.
Complete	Clicking this button finishes the data entry process and moves the transaction to the Authoriser's queue. The system will not allow you to complete if you have not entered all the mandatory fields.
Save as Template	This button helps the user to save the information entered as a template which can be accessed and used later whenever a new Letter of Credit needs to be issued. On saving as template system will remove the documents uploaded to the transaction form.
Reset	This button clears all the fields on the LC application and allows the user to start from the beginning.
Cancel	This button allows the user to come out from this application at any point of LC creation.

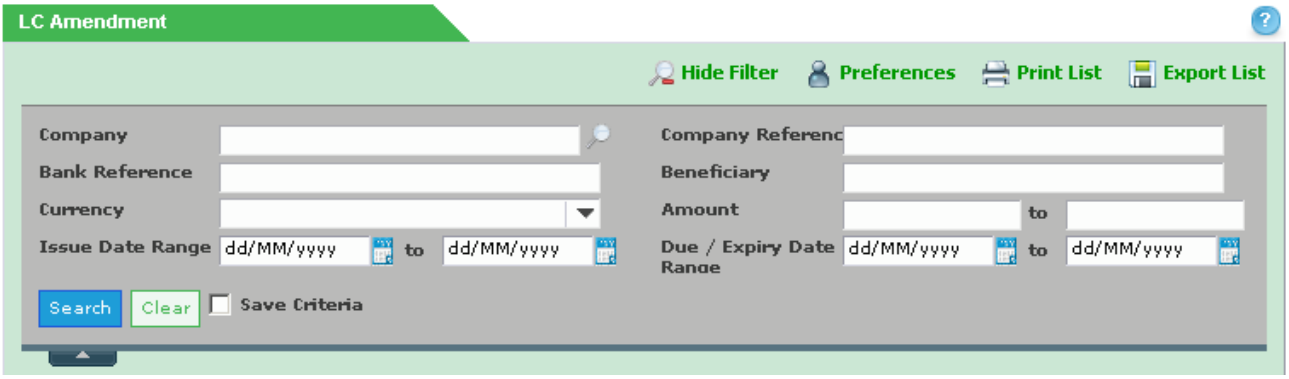
4 Product – Import LC Amendment

On clicking LC Amendment tab under 'Available Instructions', the user will be taken to a screen (screen 4.0) that displays a list of Letter of Credit transactions.
By default, all the L/C that requires amendment will be displayed in the screen for user to select.


LC Amendment
Show Filter
Preferences
Print List
Export List
Company
Company Reference
Bank (LC) Reference
Ccy
Amount
Beneficiary
Steps 5424976-NEW COMPANY RETEST 694 253011702850 USD 101.00 WOCKHARDT LIMITEI
Steps 5424976-NEW COMPANY MAR18ROBCHKU 253011636637 USD 5,000.00 BENEPTYID
Steps 5425077-NEW COMPANY ANDREW0223JH2H01 108010664212 USD 5,305.50 MP-GPO-386-AAA-01
Steps 5424976-NEW COMPANY MAR18BORELEASE 253011636655 USD 5,000.00 RELIANCE INFOCOMM
Steps 5424976-NEW COMPANY MAR18REL4MBOU 253011636664 USD 5,000.00 RELIANCE INFOCOMM
Steps 5425107-NEW COMPANY CHKPAY123 628010096444 HKD 5,000.00 RELIANCE INFOCOMM
Steps 5425107-NEW COMPANY COPYTXNILC 628010096471 HKD 5,000.00 RELIANCE INFOCOMM
Steps 5425107-NEW COMPANY ILCUSANCE 628010096453 HKD 5,000.00 RELIANCE INFOCOMM
Steps 5425107-NEW COMPANY USANCEILC 628010096462 HKD 5,000.00 RELIANCE INFOCOMM
Steps 5425077-NEW COMPANY CREF9876 628010096499 HKD 5,000.00 RELIANCE INFOCOMM
Records 1 to 10
Create Amendment

Screen 4.0

The user can also search for the specific LC by clicking on the "Show Filter" link and entering any of these fields to search.



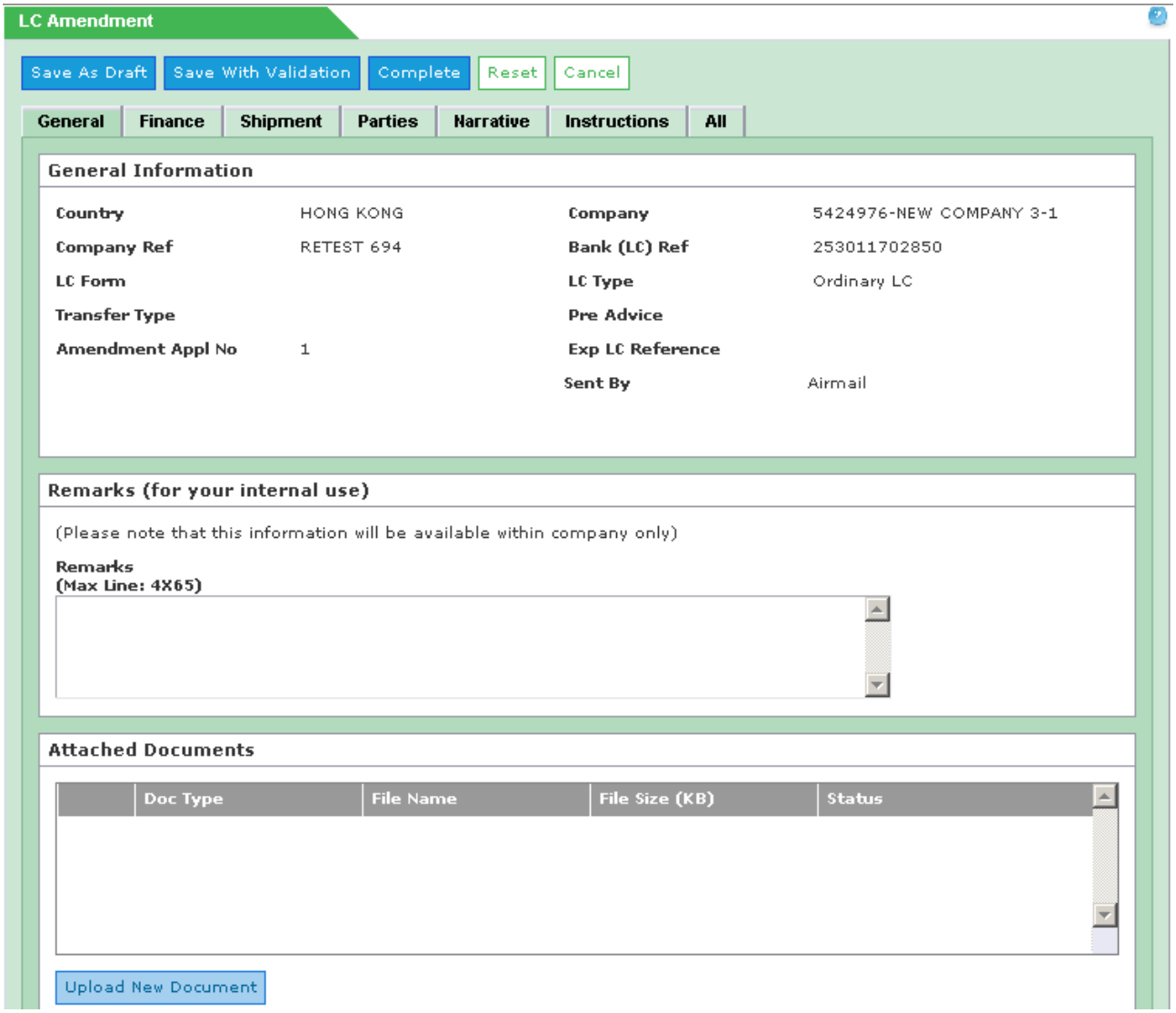
Once the filtered transactions are displayed the user can select the desired transaction and proceed to the online LC Amendment form (screen 4.1.1) by clicking on the "Create Amendment" button.

4.1 Import LC Amendment Flow

The original LC particulars are displayed in the various fields available under different tabs (screen 4.1.1) such as General, Finance, Shipment, Parties, Narrative and Instructions. Under each tab, fields are provided adjacent to the original data fields for entering the details that are to be amended. To fill all the details in a single flow click on the 'All' tab.
The required particulars that need to be amended are to be entered and other fields can be skipped.

4.1.1 General

Under this tab, screen is grouped under three different information requirements namely General Information, Remarks and Attached Documents. The user needs to fill in appropriate relevant fields. Fields marked in red asterisk * are mandatory. This tab will display the basic details of the Letter of credit such as LC type, Form of LC, etc. The details that need to be amended are to be input in the fields provided.



Screen 4.1.1

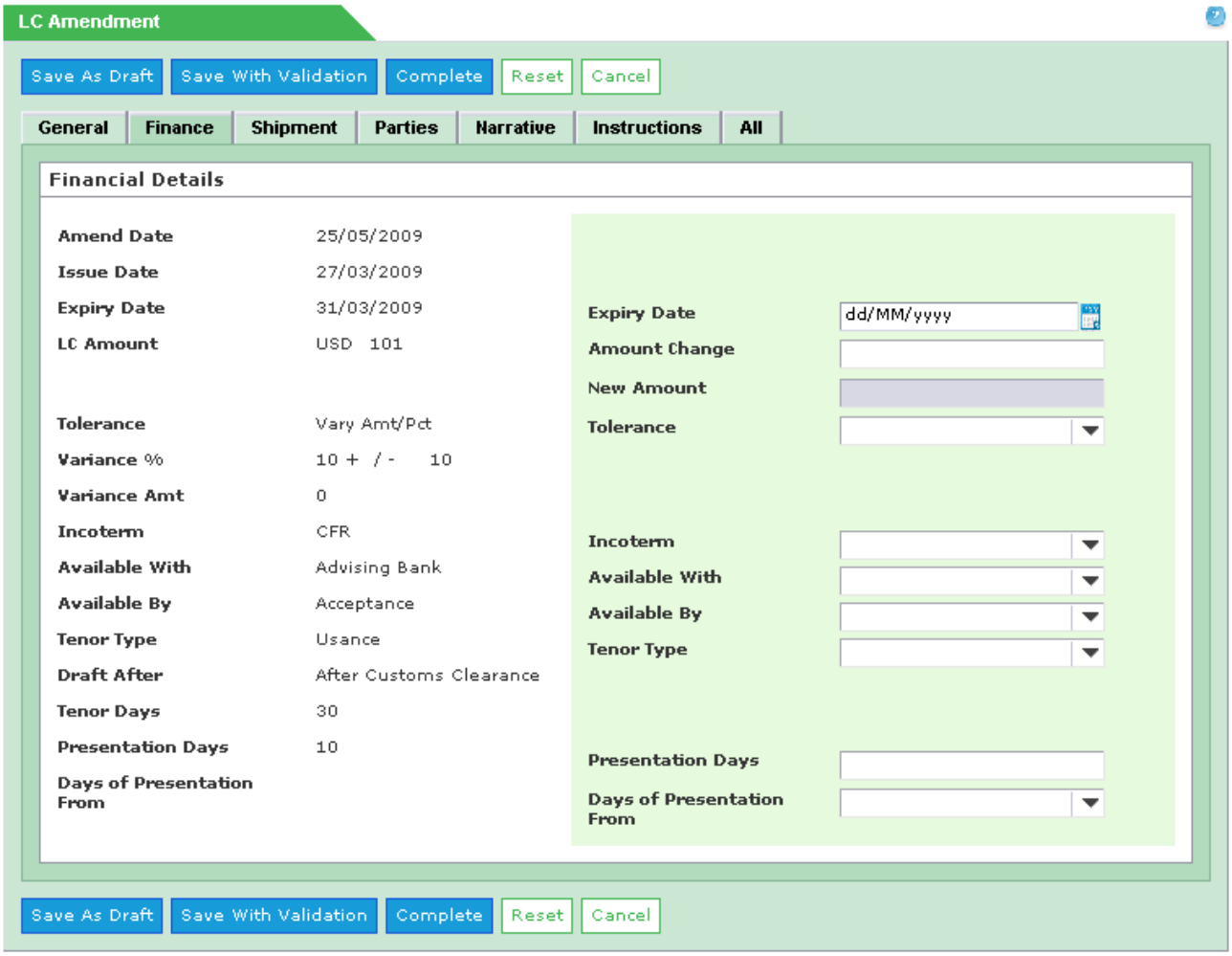
The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Generic / Country Specific	Description / Rules
Company Reference	Mandatory	Alpha Numeric	Generic	The value will be inherited from LC issuance.
Bank (LC) Ref			Customer specific	Requires no input. A Letter of Credit reference number is generated at the first authorization level.
LC form		Display	Generic	Display field only. No input allowed.
LC Type		Display	Generic	The value will be inherited from LC issuance.
Transfer type		Display	Generic	The value will be inherited from LC issuance.
Pre Advice		Display	Generic	The value will be inherited from LC issuance.
Amendment Appl No		Display	Generic	This is the number of times LC has been amended

Exp LC Reference		Alpha Numeric	Generic	The value will be inherited from Original LC
Sent By		Display	Generic	The value will be inherited from LC issuance.
Remarks	Optional	Alpha Numeric	Generic	User can enter any special Remarks to notify the bank on their LC amendment
Attached Documents	Optional	Alpha Numeric	Generic	User can upload any supporting document with the LC amendment if required by the Bank

4.1.2 Finance

This section will display the basic financial details of the LC such as Amount, Tolerance, etc. and appropriate fields are available for inputting the new data on the right hand side of this screen. The information on the left hand side is display only fields with the original LC data.



Screen 4.1.2

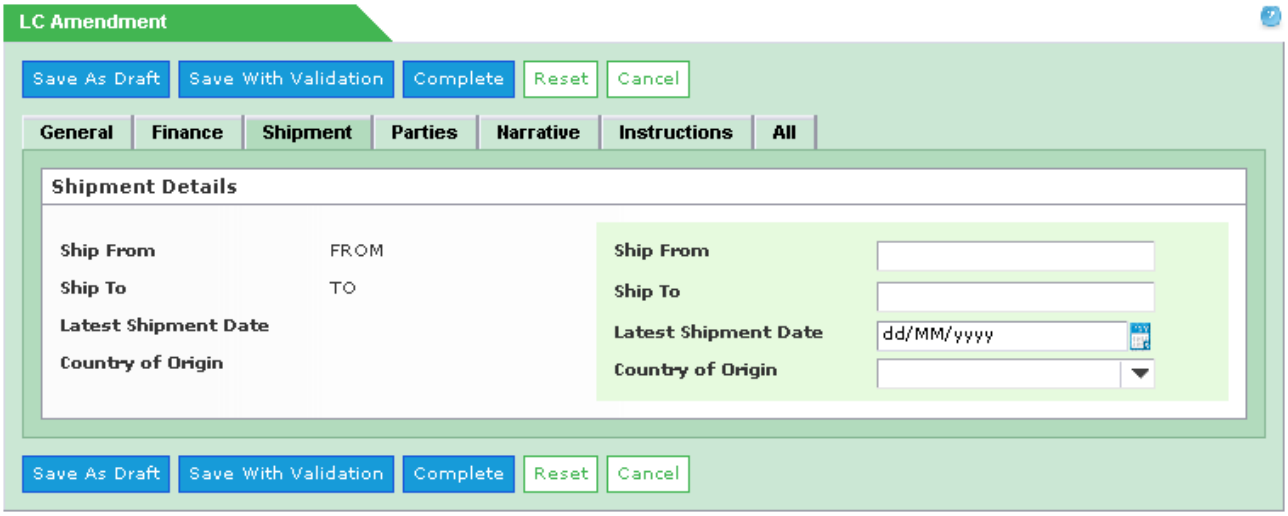
The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Generic / Country Specific	Description / Rules
Expiry Date		Numeric	Generic	Enter the new expiry date of the LC if the expiry date needs to be amended. User can select the date by clicking on the calendar icon.
Amount Change		Numeric	Generic	Enter the change in the LC amount. If LC amount is increased, enter any positive amount. If LC amount is reduced, enter the negative amount. Amendment on currency is not allowed if LC has been drawn.

New Amount		Derived	Generic	This is derived field based on input in Amount Change For e.g. original LC Amount is USD101 If LC is increase by $50, then Amount change is 50. New Amount becomes USD151. If LC is reduced by $50, then Amount change is -50, New Amount becomes USD51.
Tolerance	Mandatory	Dropdown	Generic	Select from the dropdown.
Inco term	Mandatory	Dropdown	Generic	Select the LC terms from the dropdown list. For e.g. FOB, CIF etc.
Available With	Mandatory	Dropdown	Generic	Select from the dropdown. The options include Issuing Bank, Advising Bank, and Any Bank.
Available By	Mandatory	Dropdown	Generic	Select from the dropdown. The options available are Payment, Acceptance, Negotiation and Deferred Payment.
Presentation Days		Numeric	Generic	Enter the no of days allowed for presentation of documents.
Tenor type	Mandatory	Dropdown	Generic	Select from the dropdown. Options available are Sight or Usance.
Days of Presentation from	Mandatory	Dropdown	Generic	Select from the dropdown. This identifies the event of the trade after which the documents have to be presented.

4.1.3 Shipment

This section covers all information related to the shipment and the parties involved in the letter of credit.



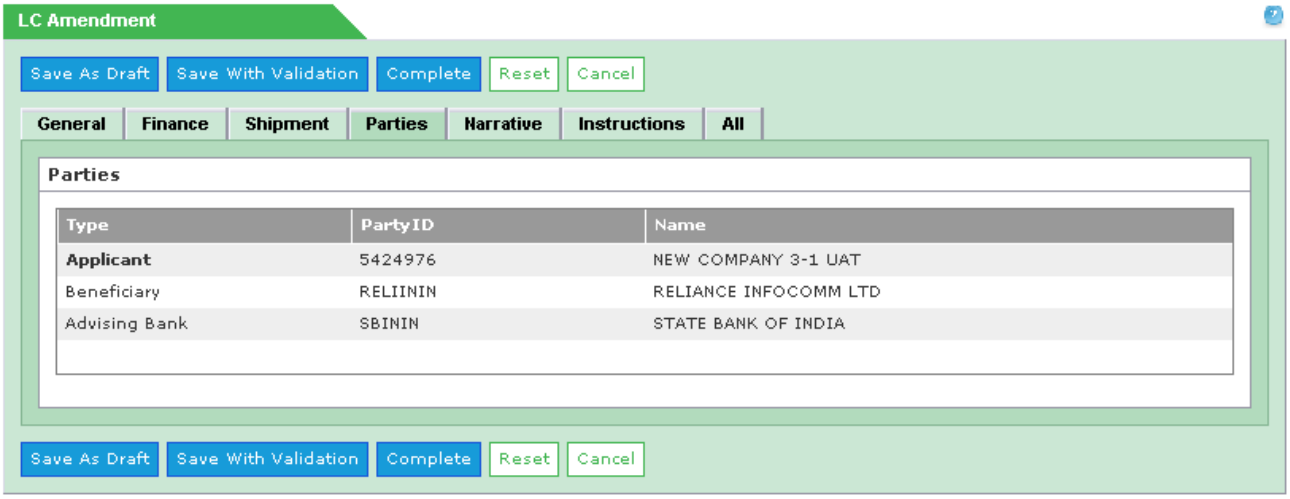
Screen 4.1.3

The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Generic / Country Specific	Description / Rules
Ship From		Text Area	Generic	Enter the name of the port of discharge of goods.
Ship To		Text Area	Generic	Enter the name of the port of destination of goods.
Latest Shipment Date	Mandatory	Numeric	Generic	Enter the latest date till shipments can be made.
Country of Origin		Dropdown	Generic	Select Country of origin from dropdown

4.1.4 Parties

This section displays all the details about the parties involved in the letter of credit.



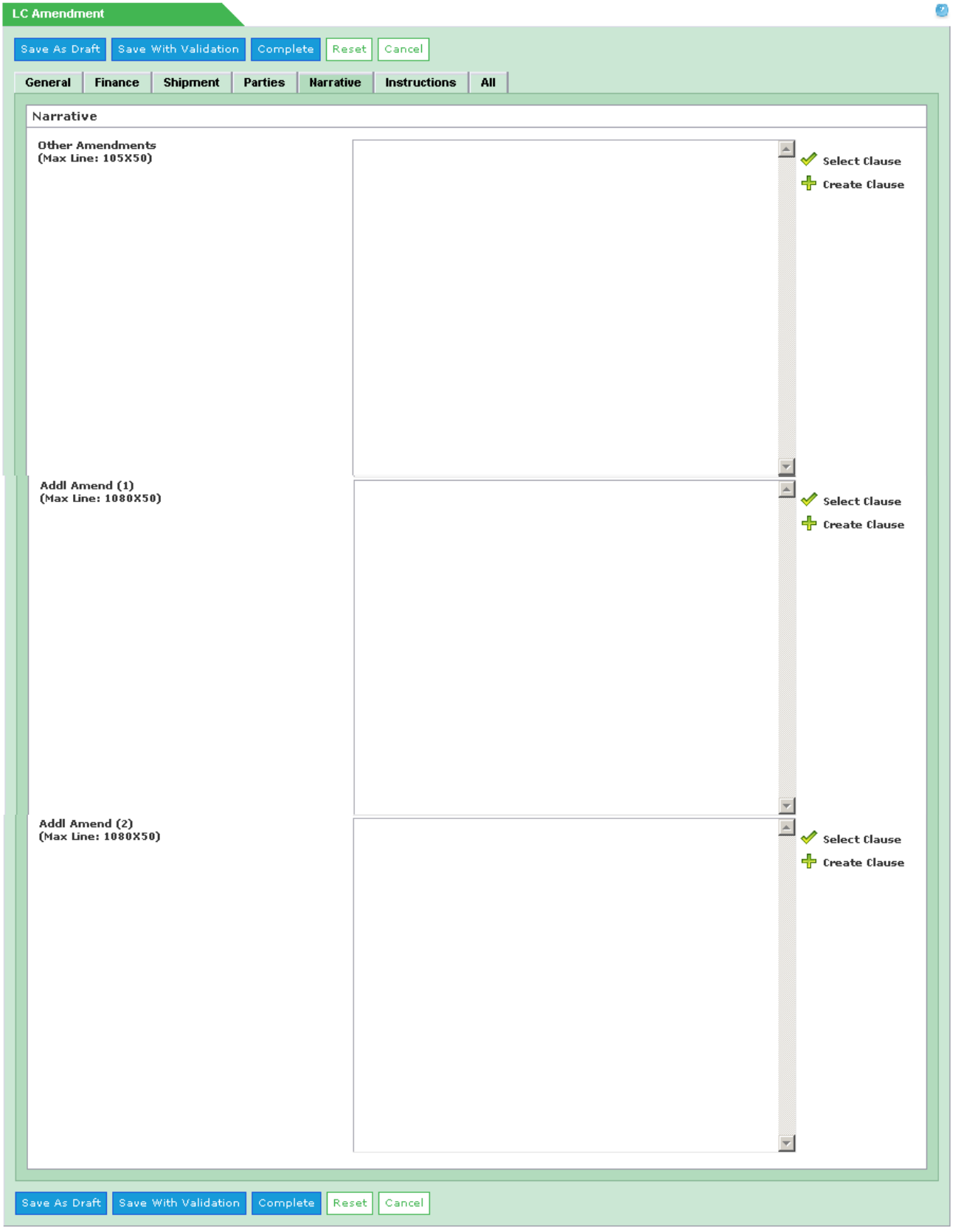
Screen 4.1.4

This section allows user to view the applicant, beneficiary and Advising Bank details attached with the LC application. User is not allowed to change anything in this tab. The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Generic / Country Specific	Description / Rules
Party Type		Non Editable	Generic	This is a non-editable field. It is the type of the party you want to create for e.g. Applicant, Beneficiary or Advising Bank.
Party Name		Display	Generic	Party Name.
Party ID		Display		This displays the Party Id that have been maintained.
Party Address		Display		Click on the individual party type to expand the details to see the address.

4.1.5 Narrative

This section has fields where free text can be input. The user can specify about amendments that are not captured in the previous fields. For example, if the user can add one more document under required documents in the LC.



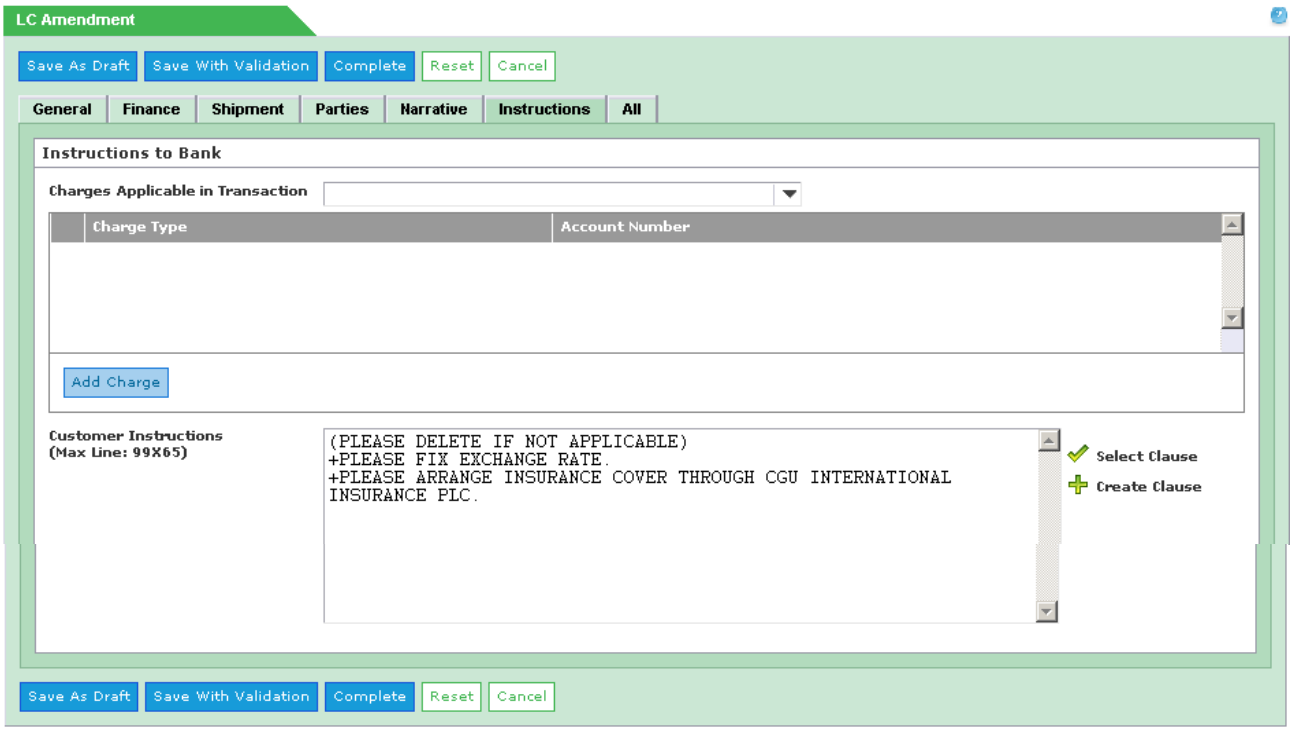
Screen 4.1.5

The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Generic / Country Specific	Description / Rules
Other Amendment		Text area	Generic	Enter any other amendment you want to make to the LC which is not captured in the previous fields User can also select the pre-defined text from Clause library by clicking on the "Select Clause' link besides it.
Additional Amendment (1)		Text area	Generic	Enter any other amendment you want to make to the LC which is not captured in the previous fields. User can also select the pre-defined text from Clause library by clicking on the "Select Clause' link besides it.
Additional Amendment (2)		Text area	Generic	Enter if any additional goods are to be covered under this LC. Additional terms and conditions may also be input here. User can also select the pre-defined text from Clause library by clicking on the "Select Clause' link besides it.

4.1.6 Instructions

In this section, the user has to input details regarding who will bear the charges and any other instructions he would like to give to the bank.



Screen 4.1.6

The various fields under this section and the input guidelines are shown in the below table.

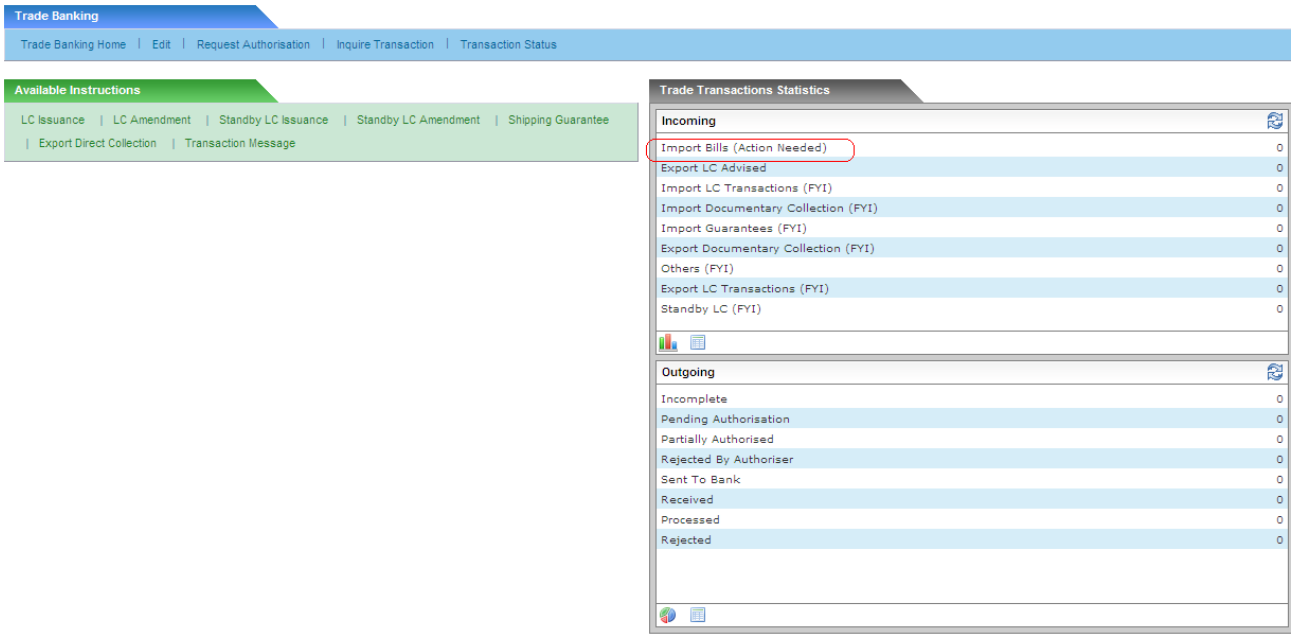
Field	Requirement	Type of Field	Generic / Country Specific	Description / Rules
Charges Applicable	Mandatory	Dropdown	Generic	Please indicate the party who will bear the charges by selecting from the dropdown or any specific instructions. For e.g. • **All charges by Applicant** - Applicant will pay for all charges during the life of the LC including all charges inside and outside of Singapore • **All charges by Beneficiary** - Applicant will only pay for LC opening charges i.e. our charges related to opening the LC only, any other charges are for the account of the beneficiary • **Other – Refer to customer instructions**
Charge Type	Conditional	Dropdown	Generic	Select from the dropdown • All Charges • Commission • Margin • Proceeds
Account Number	Conditional	Dropdown	Generic	Select from the dropdown any of your account numbers that you wish to get debited for the fee item selected. This field is mandatory only if the value selected in Charges flag is 'All charges are for the account of Applicant'. . If 'All charges' selected in banking charge only one account field will be enabled.
Customer Instructions	Mandatory	Text area	Generic	Enter any specific instructions in the LC application that you want the Bank to act on. User can also select the pre-defined text from Clause library by clicking on the "Select Clause' link besides it.

There are five buttons at the top and bottom of the LC amendment screen which are described.

Button	Description
Save as Draft	This button helps the user to save the entered information as a draft which can be edited later and released once all the required fields are completely filled in.
Save with Validation	This button helps the user to save the LC with business validations. This can be used later to verify, complete and send it for authorization.
Complete	Clicking this button finishes the data entry process and moves the transaction to the Authoriser's queue. The system will not allow you to complete if you have not entered all the mandatory fields.
Reset	This button clears all the fields on the LC application and allows the user to start from the beginning.
Cancel	This button allows the user to come out from this application at any point of LC creation.

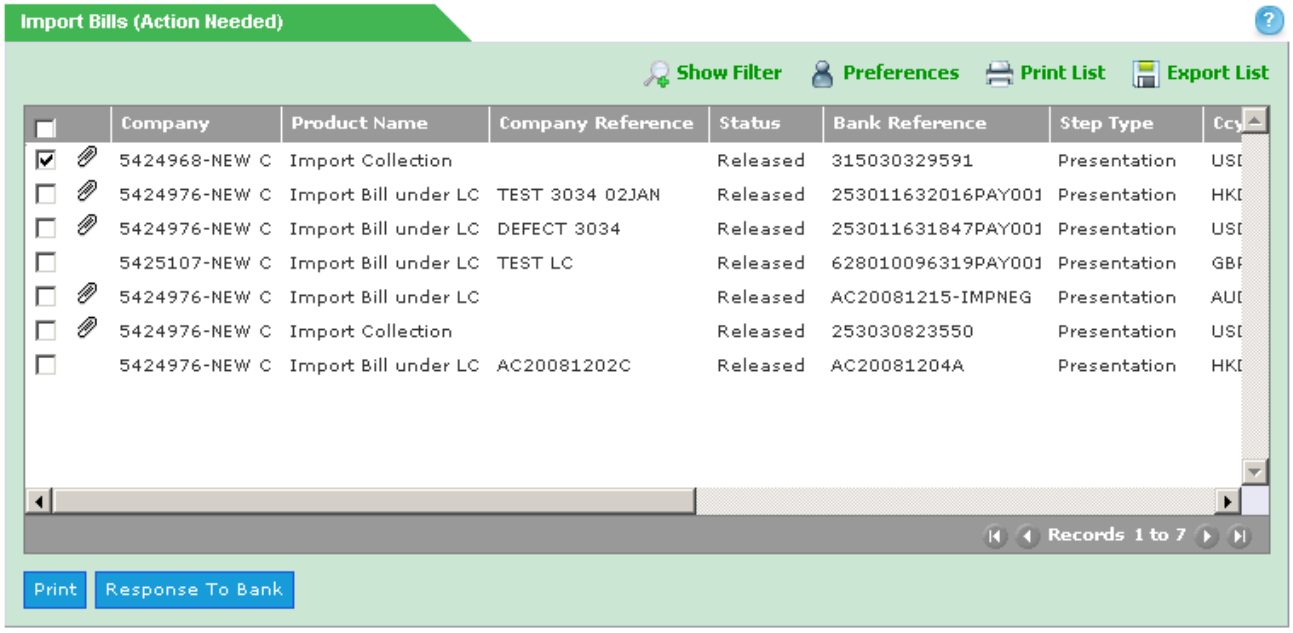
5 Import Bills (Action Needed)

The transactions initiated by the bank such as Import document under collections and Import negotiations (Documents presented under Import Letter of Credit) appear under the Incoming – Import Bills (Action Needed) folder. These transactions require a response (instruction) from the customer to pay or reject the bill for the bank to process the transaction.


Trade Banking
Trade Banking Home | Edit | Request Authorisation | Inquire Transaction | Transaction Status
Available Instructions
LC Issuance | LC Amendment | Standby LC Issuance | Standby LC Amendment | Shipping Guarantee | Export Direct Collection | Transaction Message
Trade Transactions Statistics
Incoming
Import Bills (Action Needed) 0
Export LC Advised 0
Import LC Transactions (FYI) 0
Import Documentary Collection (FYI) 0
Import Guarantees (FYI) 0
Export Documentary Collection (FYI) 0
Others (FYI) 0
Export LC Transactions (FYI) 0
Standby LC (FYI) 0
Outgoing
Incomplete 0
Pending Authorisation 0
Partially Authorised 0
Rejected By Authoriser 0
Sent To Bank 0
Received 0
Processed 0
Rejected 0

Screen 5.0

On clicking the 'Import Bills (Action needed)' hyperlink, user will be able to view all their Import Bills transactions (screen 5.0.1) by the bank. The user can also use the 'Show Filter" link to search for the specific Import Bill transaction. The customer is yet to respond on these transactions. The user can select the transaction by using the check box and click 'Response to Bank' button to respond on the Import Bill transaction.


Import Bills (Action Needed)
Show Filter
Preferences
Print List
Export List
Company | Product Name | Company Reference | Status | Bank Reference | Step Type | Ccy
5424968-NEW C | Import Collection | | Released | 315030329591 | Presentation | USD
5424976-NEW C | Import Bill under LC | TEST 3034 02JAN | Released | 253011632016PAY001 | Presentation | HKD
5424976-NEW C | Import Bill under LC | DEFECT 3034 | Released | 253011631847PAY001 | Presentation | USD
5425107-NEW C | Import Bill under LC | TEST LC | Released | 628010096319PAY001 | Presentation | GBP
5424976-NEW C | Import Bill under LC | | Released | AC20081215-IMPNEG | Presentation | AUD
5424976-NEW C | Import Collection | | Released | 253030823550 | Presentation | USD
5424976-NEW C | Import Bill under LC | AC20081202C | Released | AC20081204A | Presentation | HKD
Records 1 to 7
Print
Response To Bank

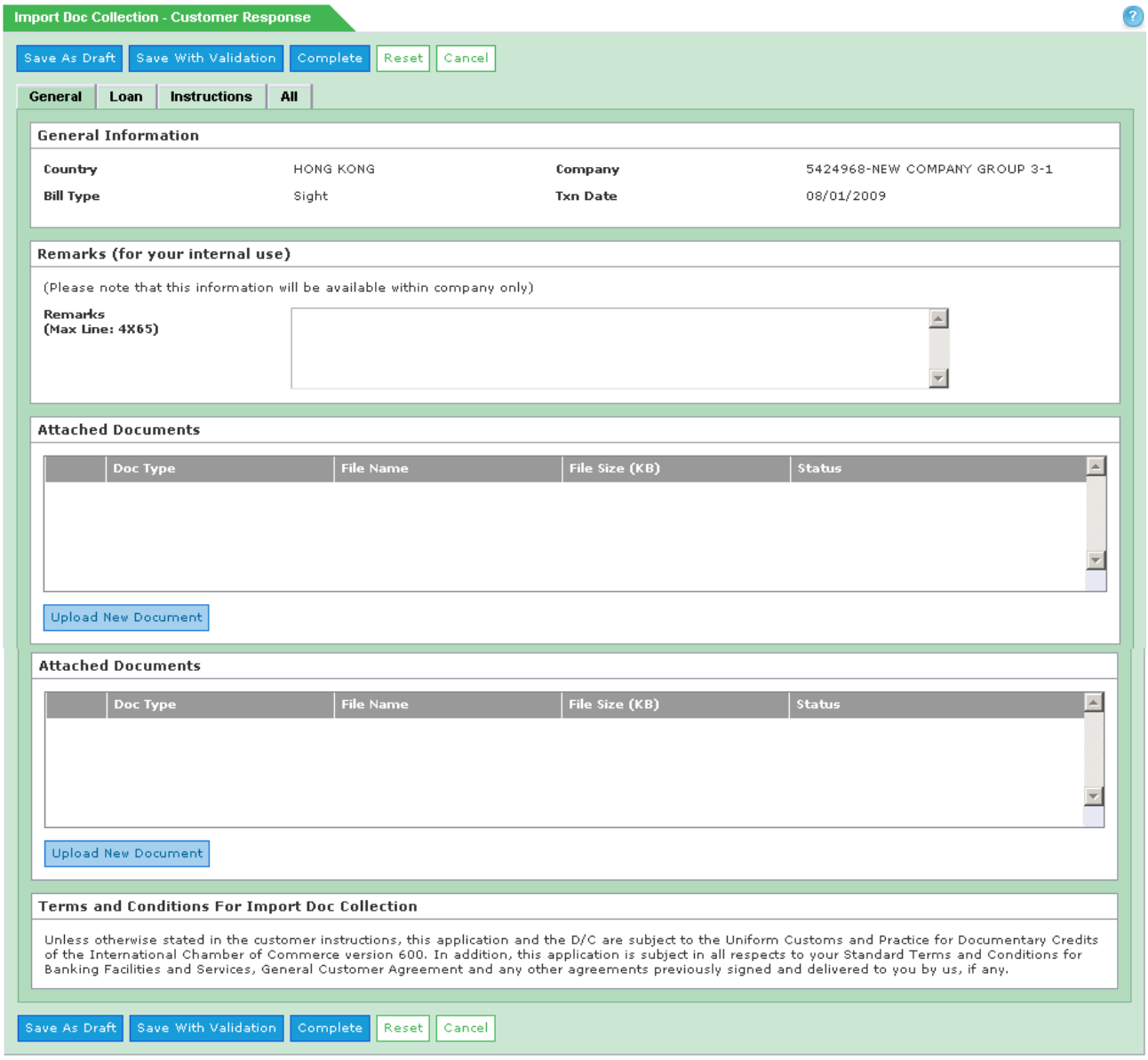
Screen 5.0.1

5.1 Import Collections Flow

Once the Bank Trade Operations process a new import collection document received by the bank and presented to drawee for payment instruction, the transactions will be available in the Incoming section under “Import Bills (Action Needed)” folder of the customer in Trade TI. The user will be able to provide payment instruction to the bank by selecting the corresponding Import Collection transaction and clicking on ‘Response to Bank’ button in above screen 5.0.1.
The Import Collections details are captured in the various fields available under different tabs such as General, Loan & Instruction. To fill all the details in a single flow click on the 'All' tab. The various tabs are described below in the order of their appearance.

5.1.1 General

This section captures all the basic information regarding Import Collection details. The user needs to fill in all relevant fields.



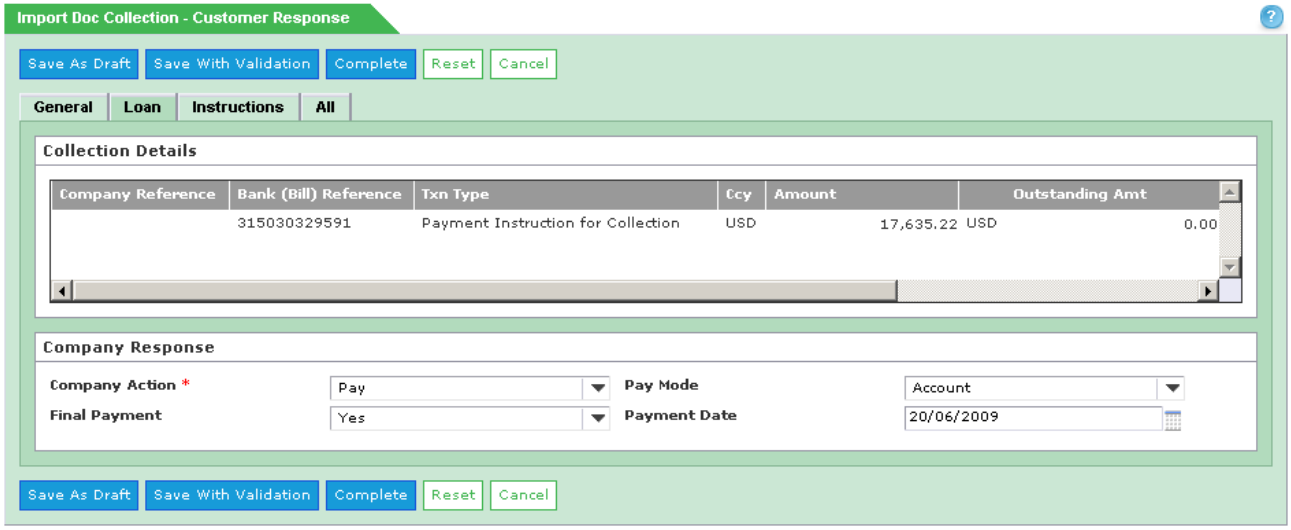
Screen 5.1.1

The various fields under this section and the input guidelines are shown in the below table:

Field	Requirement	Type of Field	Generic / Country Specific	Description / Rules
Country		Display	Generic	
Company		Display	Generic	This is the name of the company.
Bill Type		Display	Generic	This is type of the bill for e.g. Sight or Usance.
Txn Date		Display	Generic	Date when the back office has processed the transaction in their system.
Remarks	Optional	Text Area	Generic	This is the comments on the transaction for the customer internal use.
Attached Documents	Optional	File attach	Customer specific	If required by the bank this will be enabled for the user to upload any text or supporting document when responding on Import Collection transaction.

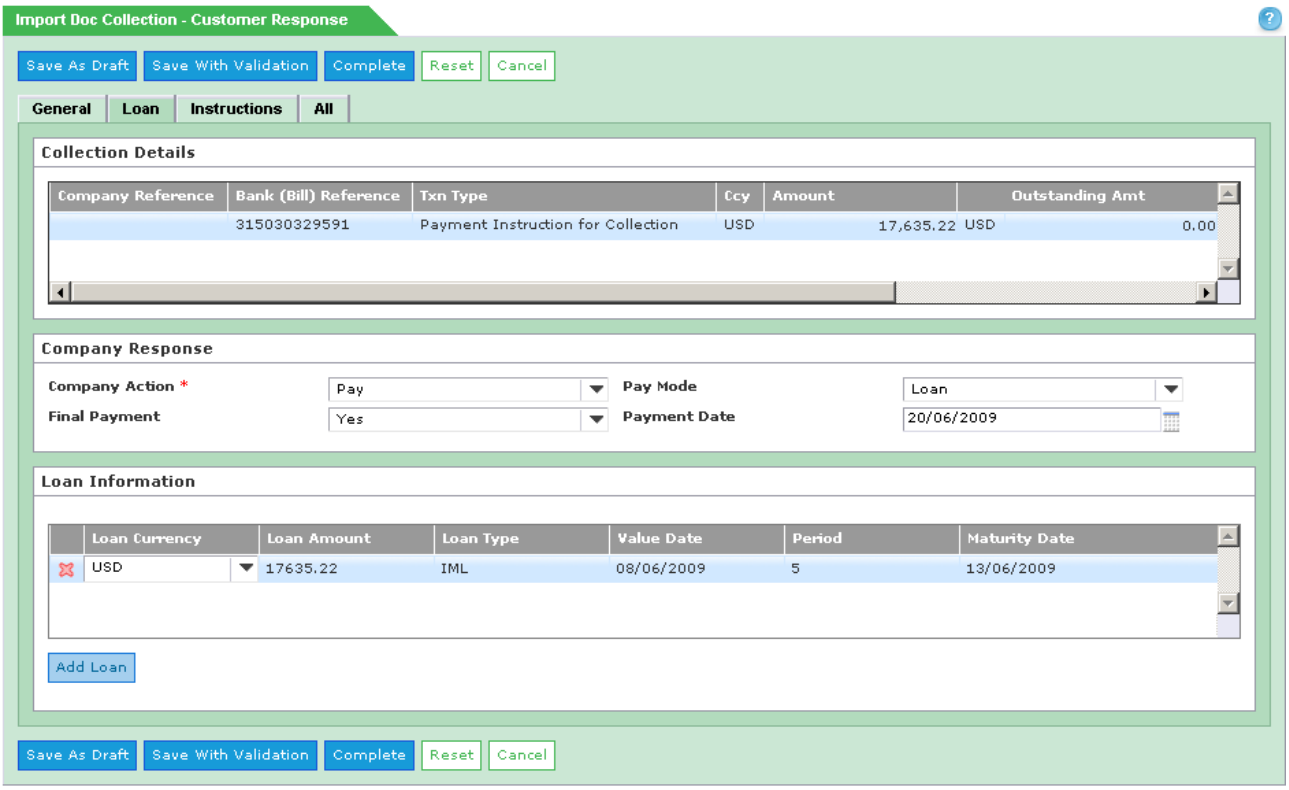
5.1.2 Loan

This tab displays the financial information of the Import Collections Bill. This tab allows the user to either Pay with various options or Reject this Sight Bill.



Screen 5.1.2a

If the user selects to pay the bill using the “Loan” in the Payment Mode, then the user will have to enter the Loan details by clicking on the “Add Loan” button as shown in below screen 5.1.2b.



Screen 5.1.2b

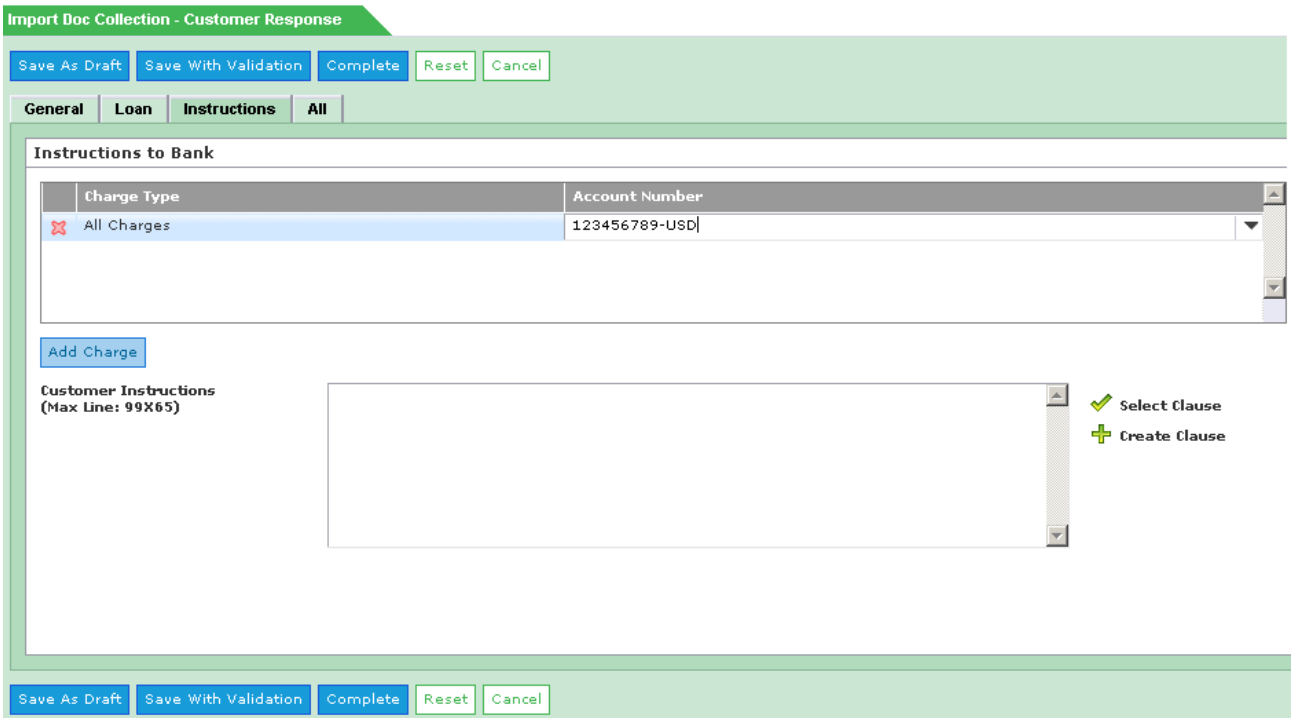
The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Generic / Country Specific	Description / Rules
Company Reference	Mandatory	Alpha Numeric	Generic	This is the unique field for the customer to input their reference.
Bank (Bill) Reference		Display	Generic	This is the SCB bill reference number.
Txn Type		Display	Generic	This is a static label to identify the type of transaction for e.g. Payment Instruction for Collection.
Ccy		Display	Generic	This is transaction currency.
Amount		Display	Generic	This is the original amount of the Import Collection Bill.
Outstanding Amt		Display	Generic	This is the outstanding amount to be settled for the Bill.
Drawer Name		Display	Generic	This is the name of the beneficiary to whom the payment has to be made.
Company Action	Mandatory	Drop down	Generic	The customer can either choose to ACCEPT, PAY or REJECT the bill by selecting the value from this list box.
Pay Mode		Drop down	Generic	When the customer selects Account, user has to provide the account number from which they want the bank to debit towards settlement of the bill. When the customer selects LOAN, they want to instruct the bank to settle the bill by a loan as shown in screen 9.1.2b.
Final Payment		Drop down	Generic	User has to specify whether this is a final payment or not.
Payment Date		Date	Generic	Specify the date when the payment has to be effective.
Loan Ccy		Drop down	Generic	Displays the currency related to the bill.
Loan Amount		Numeric	Generic	The amount for which the customer wants the loan to be given by the bank. The loan amount cannot exceed the bill amount.

Loan Type		Drop down	Generic	Select from the list of Loan Type values for e.g. IML, LAI or TR.
Value Date		Date	Generic	The date from which the customer wants the loan to be effective.
Period				Period, (expressed in number of days) is the period for which the customer wants the loan.
Maturity Date		Date	Derived	Maturity date = Value date + Period.

5.1.3 Instructions

This section captures all the information related to Charges involved in the Import Collection transaction and any specific customer instructions to the bank.



Screen 5.1.3

Field	Requirement	Type of Field	Generic / Country Specific	Description / Rules
Charge Type	Conditional	Dropdown	Generic	Select from the dropdown.
Account Number	Conditional	Dropdown	Generic	Instruct and authorise the Bank to debit any charges, commission or bill amount to your accounts. Select from the dropdown any of your account numbers that you wish to get debited for the fee item selected. This field is mandatory only if the value selected in Charges flag is 'All charges are for the account of Applicant'. If 'All charges' selected in banking charge only one account field will be enabled.
Customer Instructions	Mandatory	Text area	Generic	Enter any specific instructions that you want the Bank to act on. User can also select the pre-defined text from Clause library by clicking on the "Select Clause' link besides it.

There are five action buttons present at the top and bottom of the Import Collections – Customer Response screen which are described below.

Button	Description
Save as Draft	This button helps the user to save the entered information as a draft which can be edited later and released once all the required fields are completely filled in.

Save with Validation	This button helps the user to save the LC with business validations. This can be used later to verify, complete and send it for authorization.
Complete	Clicking this button finishes the data entry process and moves the transaction to the Authoriser's queue. The system will not allow you to complete if you have not entered all the mandatory fields.
Save as Template	This button helps the user to save the information entered as a template which can be accessed and used later whenever a new Letter of Credit needs to be issued. On saving as template system will remove the documents uploaded to the transaction form.
Reset	This button clears all the fields on the LC application and allows the user to start from the beginning.
Cancel	This button allows the user to come out from this application at any point of LC creation.

5.2 Import Bills Under LC

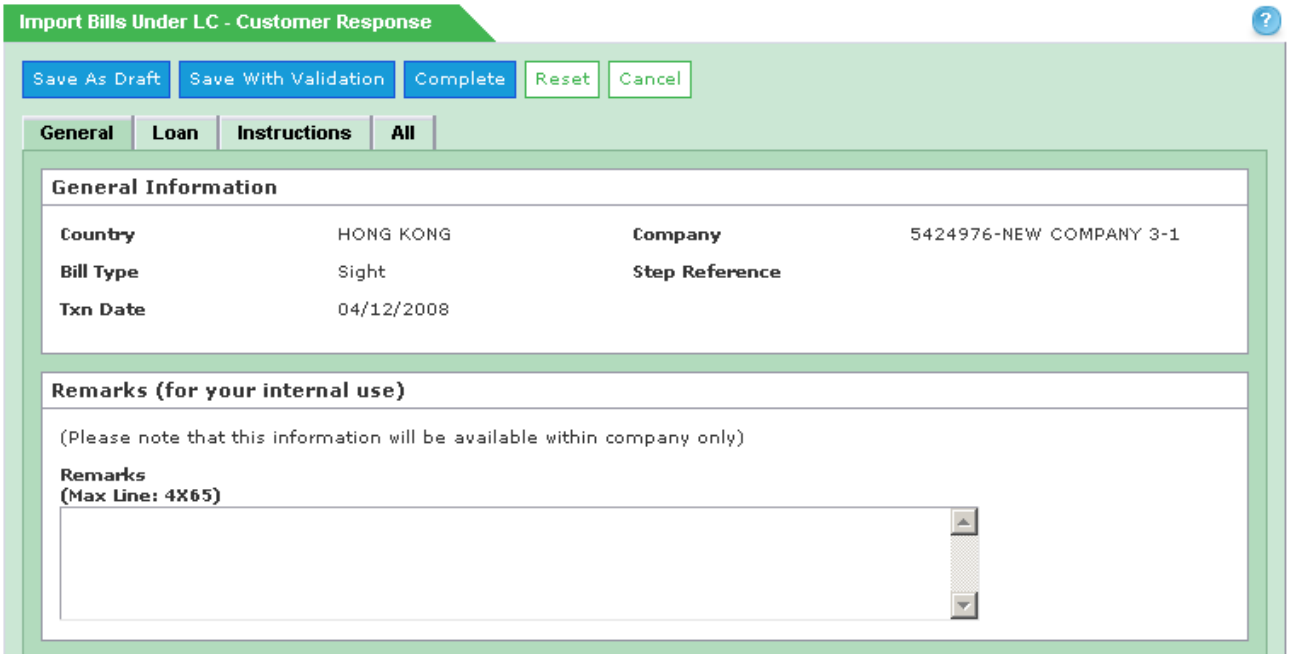
Once the Bank Trade Operations receives documents under an LC and certifies it as discrepant, a discrepancy advice will be sent to the customer, which will appear in the Incoming section under "Import Bills - Action needed" folder.

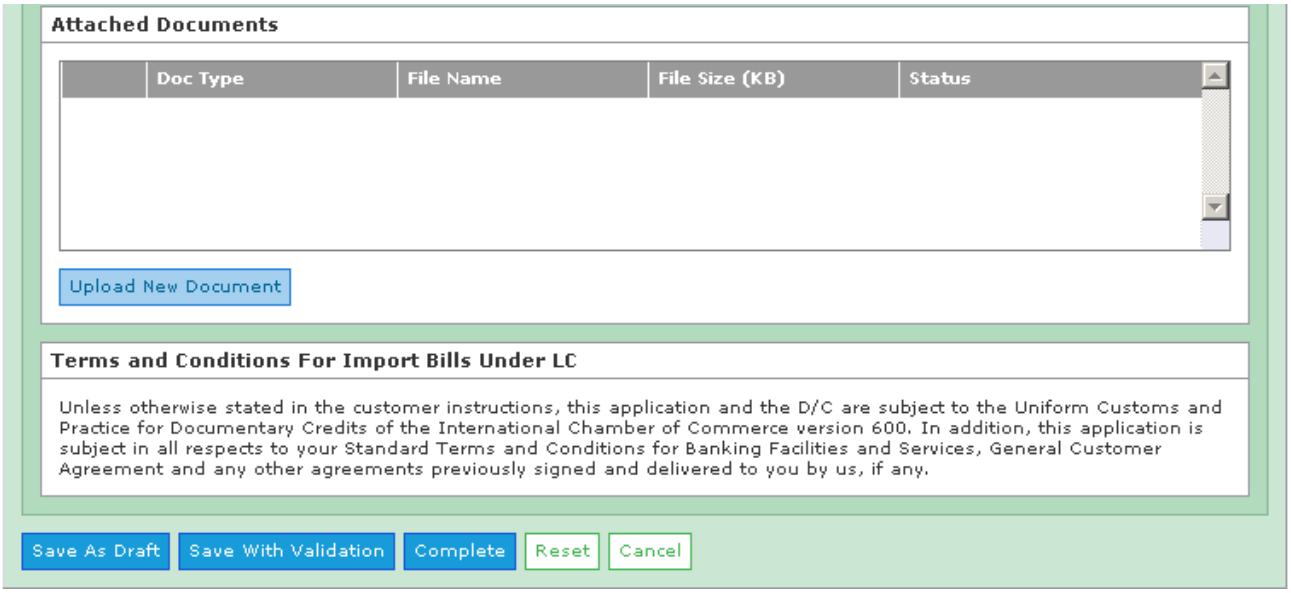
The user will be able to provide payment instruction to the bank by selecting the corresponding Import Bill transaction and clicking on 'Response to Bank' button as shown in screen 9.0.1. The user will be able to initiate transaction message for import collection only after responding to bank for the Import Negotiation.

If clean documents are presented under LC it will appear under the Import LC Transactions - FYI folder to the customer on Trade Incoming Statistics window. The Import Bills under LC details are captured in the various fields available under different tabs such as General, Loan & Instruction. To fill all the details in a single flow click on the 'All' tab. The various tabs are described below in the order of their appearance.

5.2.1 General

This section captures all the basic information regarding Import Bill details. The user needs to fill in all relevant fields.




Attached Documents
Doc Type
File Name
File Size (KB)
Status
Upload New Document
Terms and Conditions For Import Bills Under LC
Unless otherwise stated in the customer instructions, this application and the D/C are subject to the Uniform Customs and Practice for Documentary Credits of the International Chamber of Commerce version 600. In addition, this application is subject in all respects to your Standard Terms and Conditions for Banking Facilities and Services, General Customer Agreement and any other agreements previously signed and delivered to you by us, if any.
Save As Draft
Save With Validation
Complete
Reset
Cancel

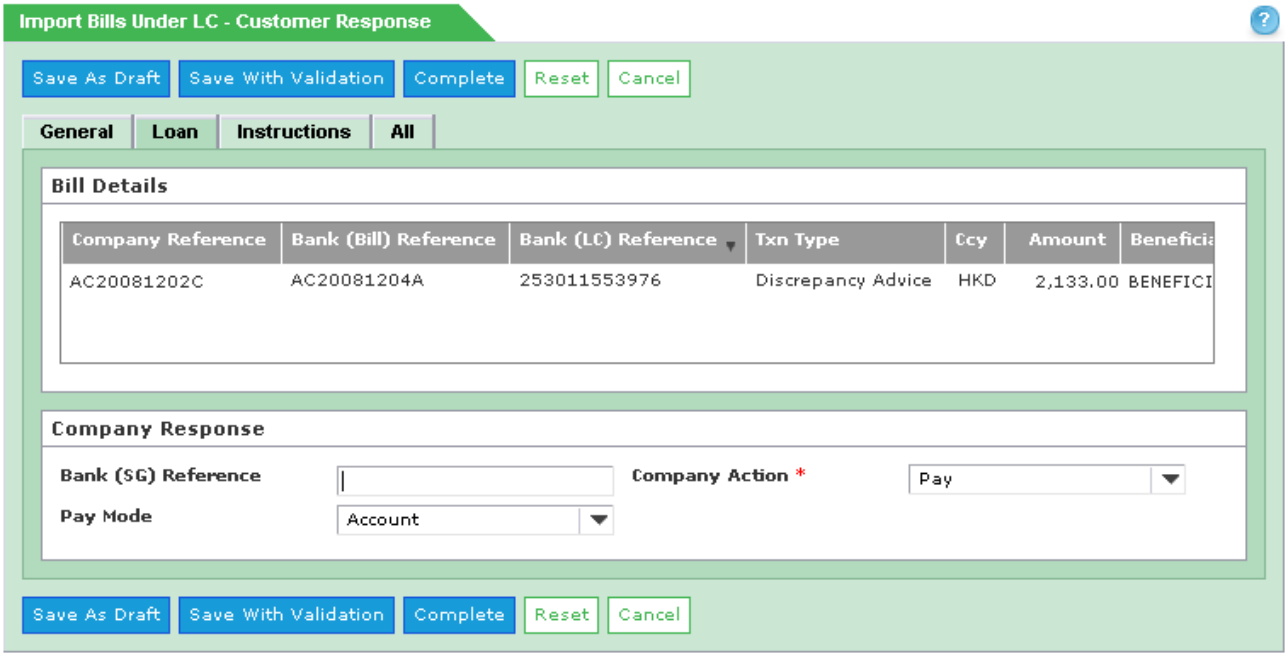
Screen 5.2.1

The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Generic / Country Specific	Description / Rules
Country		Display	Generic	Country of the customer.
Company		Display	Generic	This is the name of the company.
Bill Type		Display	Generic	This is type of the bill for e.g. Sight or Usance.
Docs in Order		Display	Generic	Documents status indicator (Discrepancy) in Import Bills.
Step Reference		Display	Generic	This is the event or step taken by the Bank processing system on this Bill for e.g. PAY001 or APA001.
Txn Date		Display	Generic	Date when the back office has processed the transaction in their system.
Remarks	Optional	Text Area	Generic	This is the comments on the transaction for the customer internal use.
Attached Documents	Optional	File attach	Customer specific	If required by the bank this will be enabled for the user to upload any text or supporting document when responding on Import Bills under LC transaction.

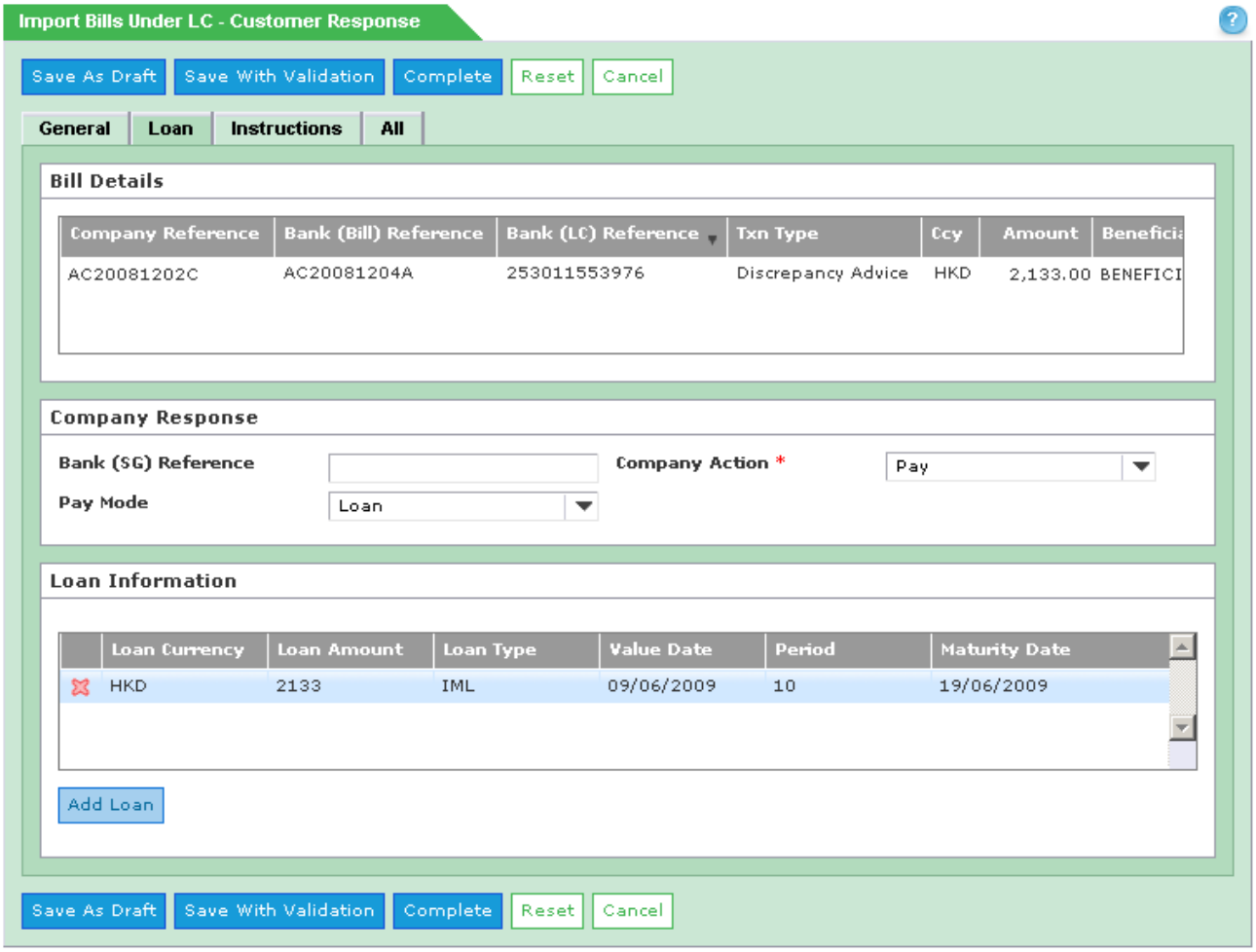
5.2.2 Loan

This tab displays the financial information of the Import Bill. This tab allows the user to either Pay or Reject this Bill.



Screen 5.2.2a

If the user selects to pay the bill using the “Loan” in the Payment Mode, then the user will have to enter the Loan details by clicking on the “Add Loan” button as shown in below screen 5.2.2b.



Screen 5.2.2b

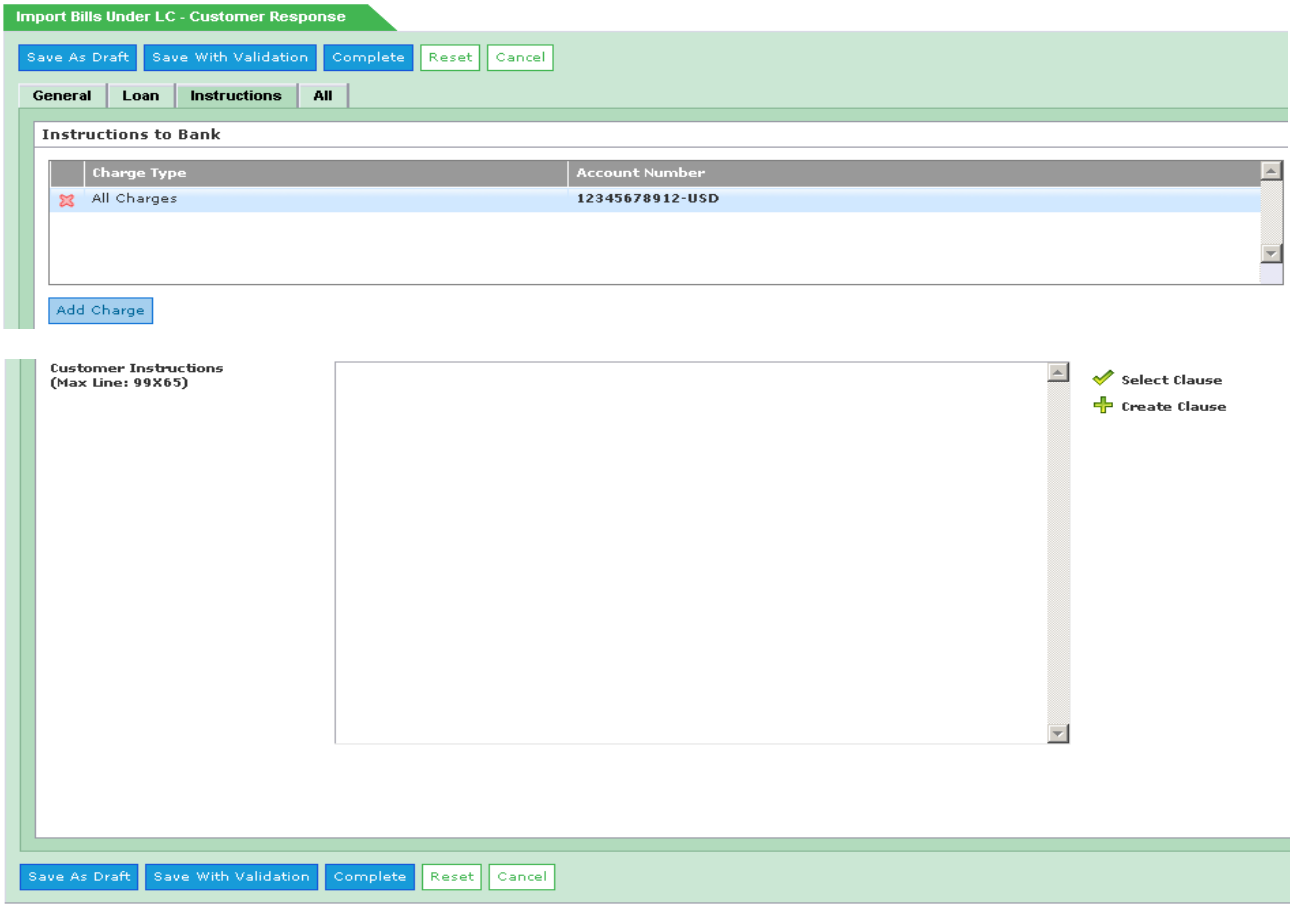
The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Generic / Country Specific	Description / Rules
Company Reference	Mandatory	Alpha Numeric	Generic	This is the unique field for the customer to input their reference.
Bank (Bill) Reference		Display	Generic	This is the SCB bill reference number.
Bank (LC) Reference		Display	Generic	This is the LC Number.
Txn Type		Display	Generic	This is a static label to identify the type of transaction for e.g. Discrepancy Advice.
Ccy		Display	Generic	This is transaction currency.
Amount		Display	Generic	This is the original amount of the Import Bill.
Beneficiary Name		Display	Generic	This is the name of the beneficiary to whom the payment has to be made.
Bank (SG) Reference	Optional	Alpha Numeric	Generic	If there is a shipping guarantee issued for this LC, then customer has to put the reference number when responding on the bill.
Company Action	Mandatory	Drop down	Generic	The customer can either choose to PAY or REJECT the bill by selecting the value from this list box.
Pay Mode		Drop down	Generic	When the customer selects Account, user has to provide the account number from which they want the bank to debit towards settlement of the bill. When the customer selects LOAN, they want to instruct the bank to settle the bill by a loan as shown in screen 9.2.2b.

Loan Ccy		Drop down	Generic	Displays the currency related to the bill.
Loan Amount		Numeric	Generic	The amount for which the customer wants the loan to be given by the bank. The loan amount cannot exceed the bill amount.
Loan Type		Drop down	Generic	Select from the list of Loan Type values for e.g. IML, LAI, LATR or TR.
Value Date		Date	Generic	The date from which the customer wants the loan to be effective.
Period				Period, (expressed in number of days) is the period for which the customer wants the loan.
Maturity Date		Date	Derived	Maturity date = Value date + Period.

5.2.3 Instructions

This section captures all the information related to Charges involved in the Import Bill Negotiation transaction and any specific customer instructions to the bank.



Screen 5.2.3

Field	Requirement	Type of Field	Generic / Country Specific	Description / Rules
Charge Type	Conditional	Dropdown	Generic	Select from the dropdown.
Account Number	Conditional	Dropdown	Generic	Instruct and authorise the Bank to debit any charges, commission or bill amount to your accounts. Select from the dropdown any of your account numbers that you wish to get debited for the fee item selected. This field is mandatory only if the value selected in Charges flag is 'All charges are for the account of Applicant'. If 'All charges' selected in banking charge only one account field will be enabled.

Customer Instructions	Mandatory	Text area	Generic	Enter any specific instructions that you want the Bank to act on. User can also select the pre-defined text from Clause library by clicking on the “Select Clause’ link besides it.

There are five action buttons present at the top and bottom of the Import Bills under LC – Customer Response screen which are described below.

Button	Description
Save as Draft	This button helps the user to save the entered information as a draft which can be edited later and released once all the required fields are completely filled in.
Save with Validation	This button helps the user to save the LC with business validations. This can be used later to verify, complete and send it for authorization.
Complete	Clicking this button finishes the data entry process and moves the transaction to the Authoriser’s queue. The system will not allow you to complete if you have not entered all the mandatory fields.
Save as Template	This button helps the user to save the information entered as a template which can be accessed and used later whenever a new Letter of Credit needs to be issued. On saving as template system will remove the documents uploaded to the transaction form.
Reset	This button clears all the fields on the LC application and allows the user to start from the beginning.
Cancel	This button allows the user to come out from this application at any point of LC creation.

6 Product - Standby LC Issuance

On clicking the 'Standby LC Issuance' under Available Instructions, the user will be taken to the following page (Screen 6.0).

Screen 6.0

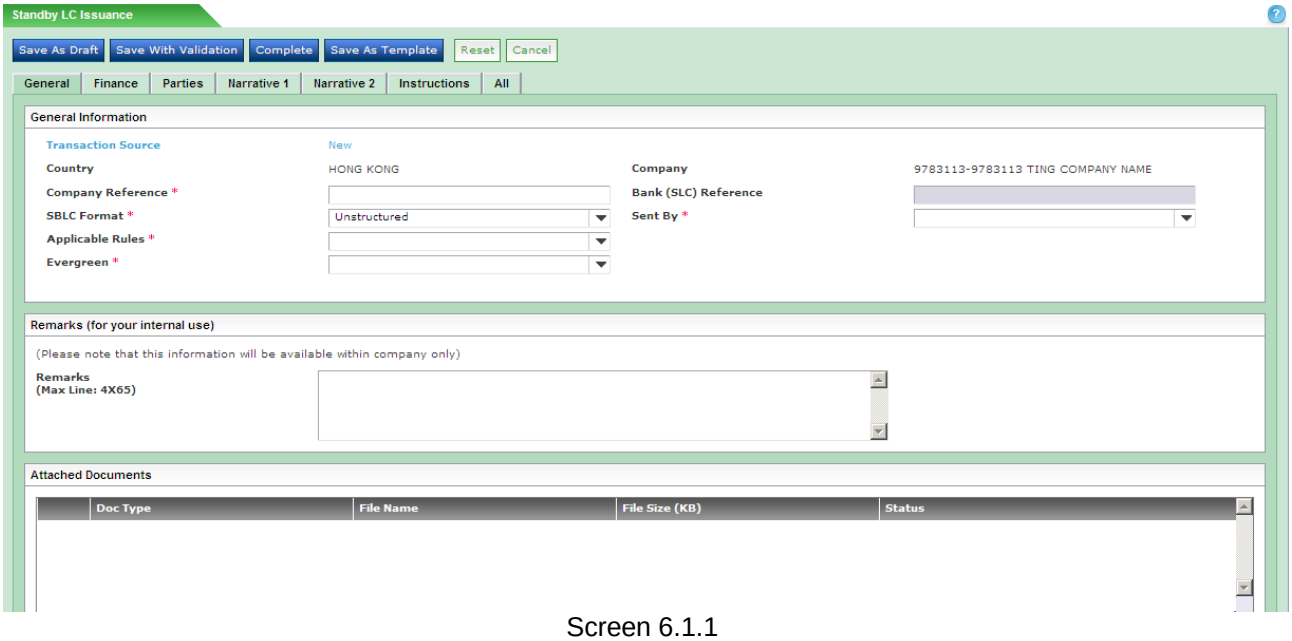
The user has to select the country, his Company ID OR Company Name from the dropdown and then choose any of the four options provided below to create the LC application.

Options to create LC application	Description
New Standby LC application	Select the Country and Company from the list. Click on continue button to create a new LC transaction from a blank form.
From Template	Select the template from Template ID list box by clicking on the magnifying glass icon besides it. After selecting the template, click on the Continue button to use the template data in the LC application.
Copy from Transaction	Select any existing successful transaction from Transaction Reference list box by clicking on the icon besides it. This option will allow the user to create LC application from existing transaction. After selecting the transaction, click on the Continue button to proceed with the LC application.
Cancel button	Click on this button to cancel this process and return back to the Trade Banking home page.

6.1 Create Standby LC Applications in 3 Steps

6.1.1 New Standby LC Application

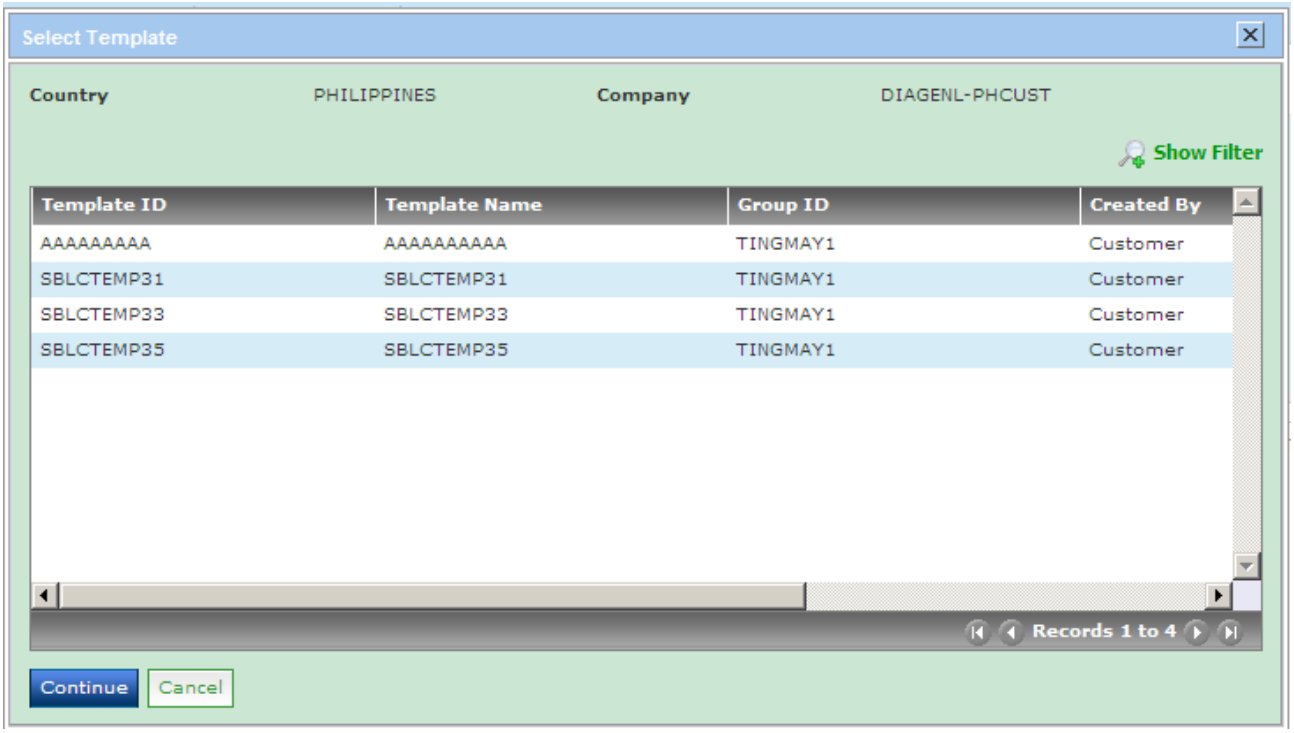
When the user chooses to create LC from a fresh and blank application form, a new transaction form is opened with no preset values, to input the transaction details. The source of the transaction is displayed as 'New' as shown in screen 6.1.1 below.



Screen 6.1.1

6.1.2 CreateStandby LC from Template

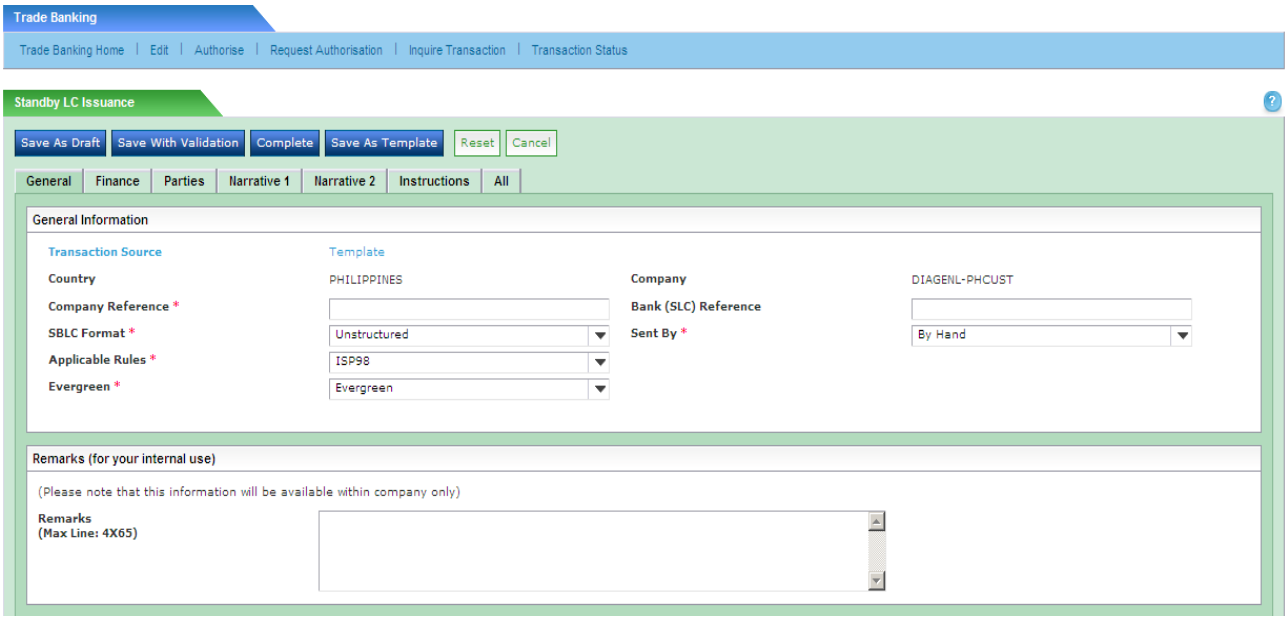
When the user clicks on the icon besides Template ID field, a list of templates created for Import letters of credit will be displayed as shown in screen 6.1.2. User can also use the show filter link to search a specific template from which they want to copy t he details to a new transaction. Select a template from the list and click Continue, which then takes the user to the original LC transaction form. The transaction form will populate all the details from the selected template, thus reducing the input time.



Screen 6.1.2a

On clicking ‘Continue’ the user will be taken to the Import LC Application Screen as shown below in screen 6.1.2b. The LC particulars are captured in the various fields available under different tabs such as General, Finance, Shipment, Parties, Goods, etc. To fill all the details in a single flow click on the 'All' tab.

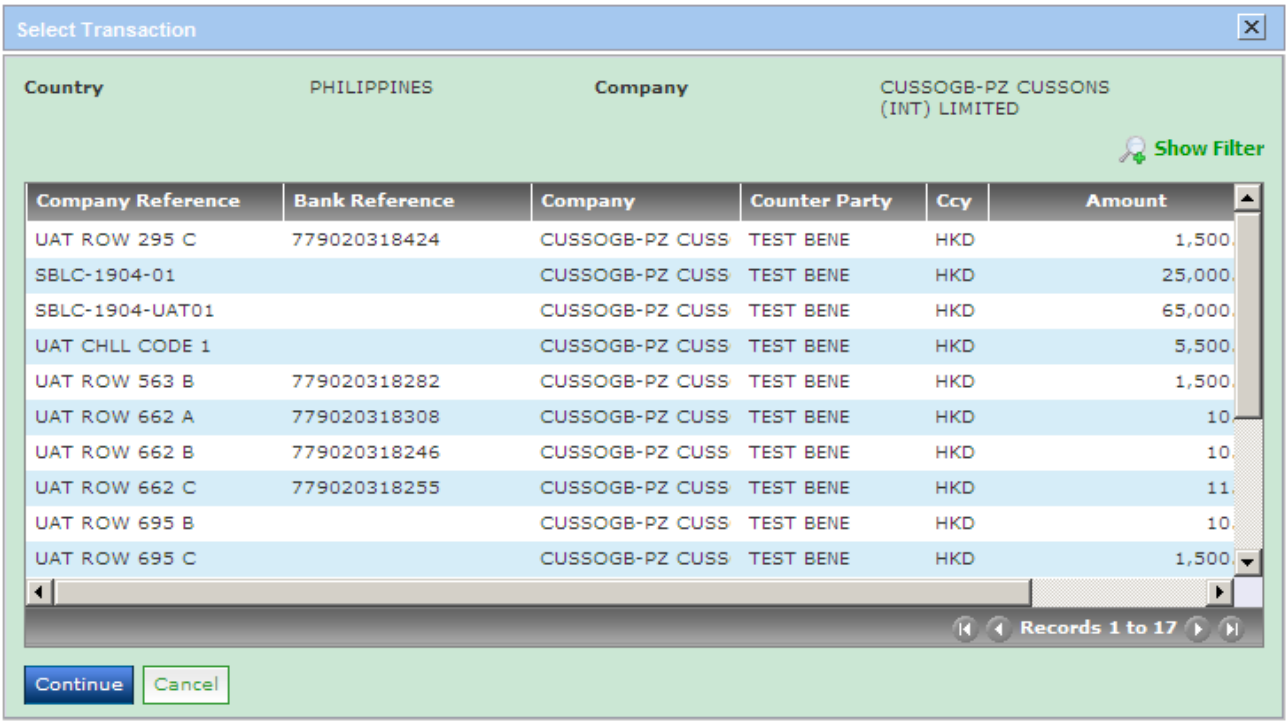
The source of the data is marked as “Template” in the Transaction Source field.



6.1.2b

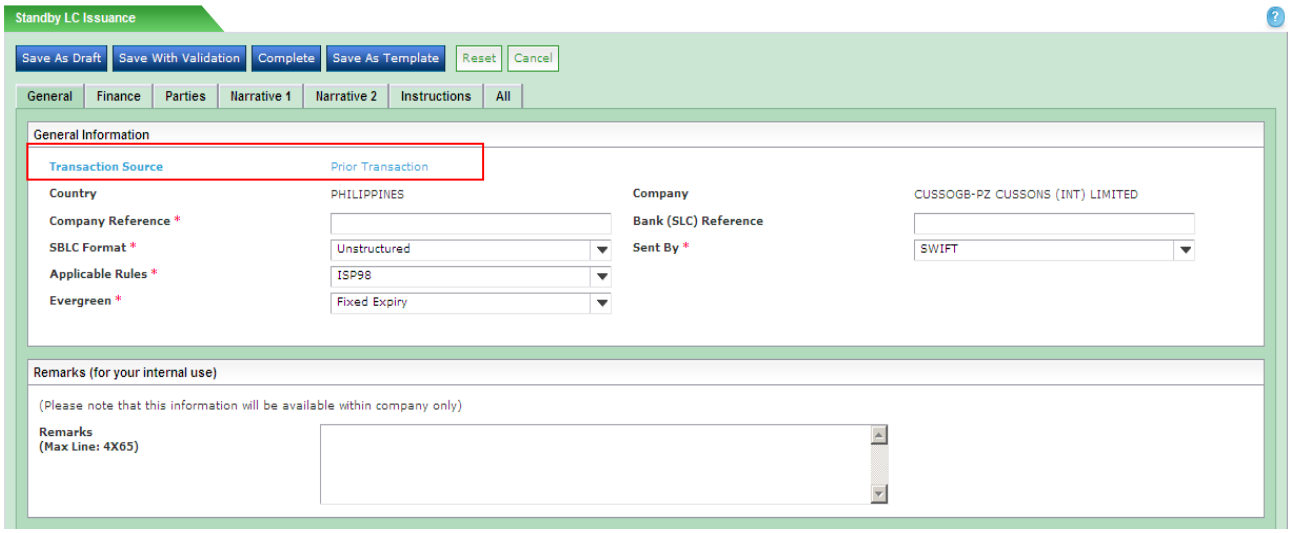
6.1.3 CreateStandby LC from Transaction

When the user clicks on the icon besides Transaction Reference field, a list of existing transaction created for Import letters of credit will be displayed as shown in screen 6.1.3a. User can also use the show filter link to search a specific transaction from which they want to copy the details to a new transaction. Select a transaction from the list and click Continue, which then takes the user to the original LC transaction form. The transaction form will populate all the details from the selected transaction, thus reducing the input time.


Select Transaction
Country
PHILIPPINES
Company
CUSSOGB-PZ CUSSONS (INT) LIMITED
Show Filter
Company Reference | Bank Reference | Company | Counter Party | Ccy | Amount
UAT ROW 295 C | 779020318424 | CUSSOGB-PZ CUSS | TEST BENE | HKD | 1,500.
SBLC-1904-01 | | CUSSOGB-PZ CUSS | TEST BENE | HKD | 25,000.
SBLC-1904-UAT01 | | CUSSOGB-PZ CUSS | TEST BENE | HKD | 65,000.
UAT CHLL CODE 1 | | CUSSOGB-PZ CUSS | TEST BENE | HKD | 5,500.
UAT ROW 563 B | 779020318282 | CUSSOGB-PZ CUSS | TEST BENE | HKD | 1,500.
UAT ROW 662 A | 779020318308 | CUSSOGB-PZ CUSS | TEST BENE | HKD | 10.
UAT ROW 662 B | 779020318246 | CUSSOGB-PZ CUSS | TEST BENE | HKD | 10.
UAT ROW 662 C | 779020318255 | CUSSOGB-PZ CUSS | TEST BENE | HKD | 11.
UAT ROW 695 B | | CUSSOGB-PZ CUSS | TEST BENE | HKD | 10.
UAT ROW 695 C | | CUSSOGB-PZ CUSS | TEST BENE | HKD | 1,500.
Records 1 to 17
Continue
Cancel

Screen 6.1.3a

On clicking ‘Continue’ the user will be taken to the Import LC Application Screen as shown in screen 6.1.3b. The LC particulars are captured in the various fields available under different tabs such as General, Finance, Shipment, Parties, Goods, etc. To fill all the details in a single flow click on the 'All' tab.



Screen 6.1.3b

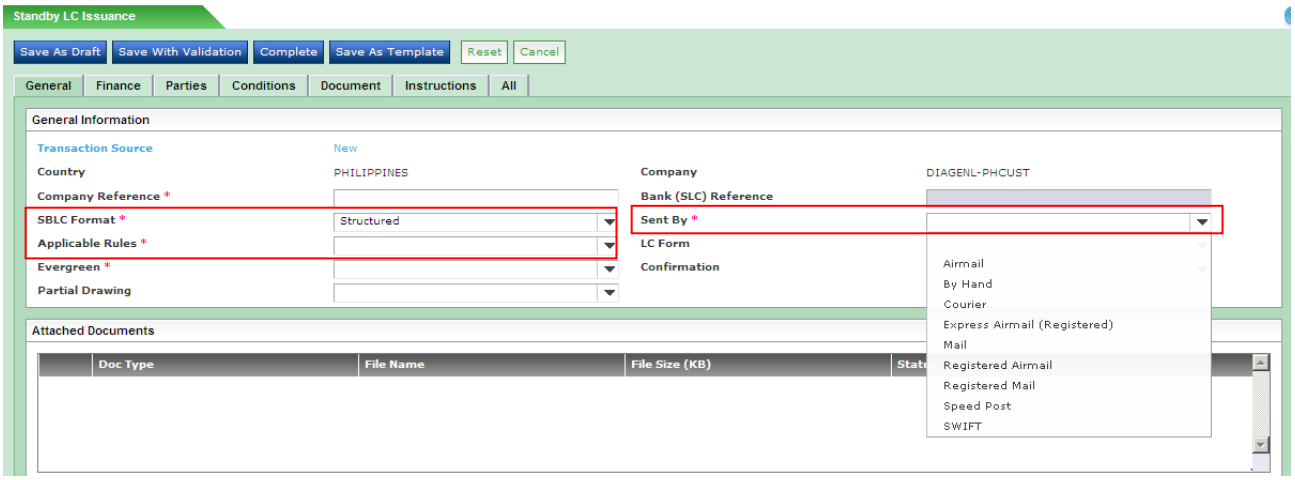
6.2 Standby LC Formats and Delivery Method Criteria

There are two Standby Letter of Credit formats available as detailed below.

6.2.1 STRUCTURED Format

Standby Letter of credit format conforms to SWIFT MT700 format and valid delivery method depends on combination of following fields:

- SBLC Format
- Applicable Rules
- Sent By



Screen 6.2.1

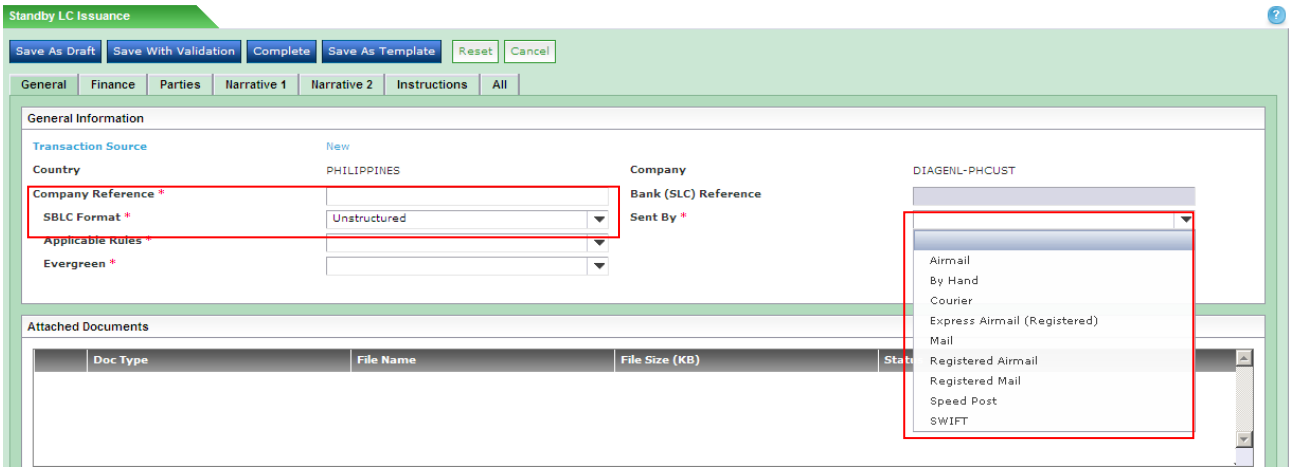
Field combinations and resulting valid/invalid result for STRUCTURED format is as follows. This validation is applicable for both Issuance and Amendment steps.

Customer Inputs in Straight2Bank Web Standby LC Issuance / Amendment application				Straight2Bank Web Standby LC Issuance / Amendment application result
Applicable Rules	**SBLC Format**	**Sent By**	**→**	**Valid / Invalid**
UCP600	Structured	Swift	→	Valid
UCP600	Structured	Mail	→	**Invalid**
ISP98	Structured	Swift	→	Valid

ISP98	Structured	Mail	→	**Invalid**
URDG	Structured	Swift	→	**Invalid**
URDG	Structured	Mail	→	**Invalid**
OTHER	Structured	Swift	→	Valid
OTHER	Structured	Mail	→	**Invalid**

6.2.2 UNSTRUCTURED Format

Standby Letter of Credit format confirms with SWIFT MT760 format and may be sent via any method of delivery available.



Screen 6.2.2

Any below field combinations for UNSTRUCTURED format will result a valid result. This validation is applicable for both Issuance and Amendment steps.

- SBLC Format
- Applicable Rules
- Sent By

Customer Inputs in Straight2Bank Web Standby LC Issuance / Amendment application				**Straight2Bank Web Standby LC Issuance / Amendment application result**
Applicable Rules	**SBLC Format**	**Sent By**	→	**Valid / Invalid**
UCP600	Unstructured	Swift	→	Valid
UCP600	Unstructured	Mail	→	Valid
ISP98	Unstructured	Swift	→	Valid
ISP98	Unstructured	Mail	→	Valid
URDG	Unstructured	Swift	→	Valid
URDG	Unstructured	Mail	→	Valid
OTHER	Unstructured	Swift	→	Valid
OTHER	Unstructured	Mail	→	Valid

6.2.3 Standy By LC Delivery Types Classification

There are various “Sent By” methods available apart from SWIFT and Mail, hence the below classification has been made for Mail format.

Sent by ‘SWIFT’	**Sent by ‘Mail’**
SWIFT	Airmail
	By Hand

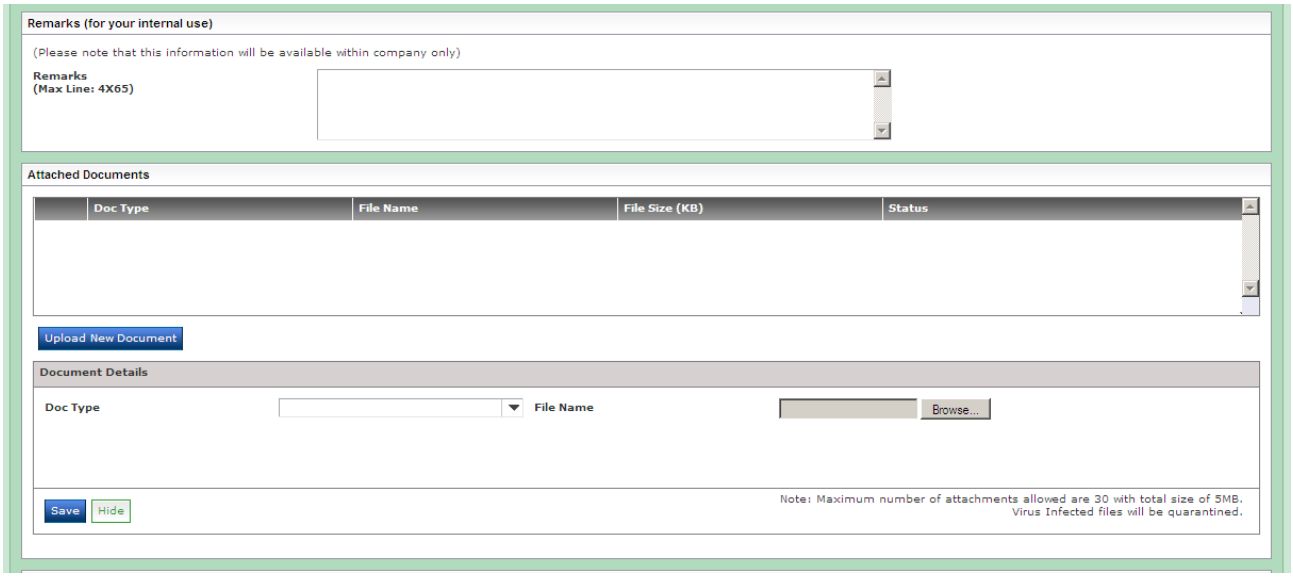
	Courier
	Express Airmail (Registered)
	Mail
	Registered Airmail
	Registered Mail
	Speed Post

6.3 Standby LC Flow - STRUCTURED

The various tabs are described below in the order of their appearance.

6.3.1 General

Under this tab, screen is grouped under three different information requirements namely General Information, Remarks and Attached Documents. The user needs to fill in appropriate relevant fields. Fields marked in red asterisk * are mandatory. This tab will capture the basic details of the Letter of credit such as Company Reference, LC type, Form of LC, Remarks and any supporting document required with the LC application by the bank etc.



Screen 6.3.1 – General

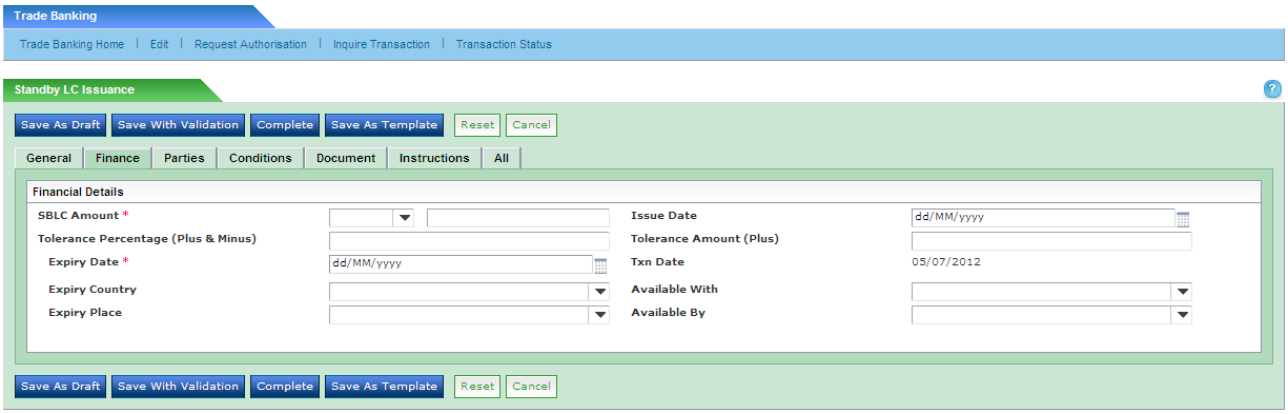
The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Country	Required	Display field	This field displays the Customer's Country	Read Only
Company	Required	Display field	This field will display the Customer name	Read Only
Transaction Source	Required	Display field	This field displays the transaction source	Read Only
Company Ref	Mandatory	Text box	Customer's reference number	• Unique reference number entered by customer. System will prompt the message 'Transaction already exists' if the same reference number has been used. • SWIFT character validation for the data in the field.

Bank (SLC) Reference	Protected / Optional	Text box	This field shows the SBLC Number of the Bank.	• If customer has SLC Pre assigned Number flag set to Yes, then this field is enabled to input the data. However, it is not mandatory for user to key in the value. • If customer has Pre assigned Number flag set to No, then this field should be protected. Customer user is not allowed to key in the value.
Sent By	Mandatory	Drop Down	Dispatch mode of the documents by customer.	Available options: 1. Airmail 2. Courier 3. Express Airmail (Registered) 4. By Hand 5. Mail 6. Registered Airmail 7. Registered Mail 8. Speed Post
SBLC Format	Mandatory	Drop Down	Describes the message format to be sent	Structured
LC Form	Mandatory	Drop Down	This filed will display the options for Form of LC from the list of values table	The drop-down list contains these options: 1. Irrevocable Standby 2. Irrevocable Transferable Standby (subject to country specific)
Confirmation	Mandatory	Drop Down	This field will display the options for confirmation Instruction	The drop-down list contains these options: • Yes • No • May Add • Not Applicable
Applicable Rules	Mandatory	Drop Down	This field represents the applicable rules for the transaction	The drop-down list contains these options: • ISP98 • URDG • OTHER • UCP600
Partial Drawing	Mandatory	Drop Down	This field indicates whether or not partial drawing is allowed.	The drop-down list contains these options: • Allowed • Not Allowed • Not Applicable
Evergreen	Mandatory	Drop Down	This field denote whether the guarantee is evergreen or with fixed expiry.	The options available are given below: • Fixed Expiry • Evergreen
Doc Type	Optional	Dropdown + Free Text Field	This field will show the drop down with most frequently used document types. User may also key-in the document type in this field.	Following is the list of most frequently documents used: • Bill of Lading • Airway Bill • Cargo Receipt • Forward Cargo Receipt • Non Negotiable B/L • Commercial Invoice • Customs Invoice • Packing List • Inspection Certificate • Beneficiary Certificate • Insurance Certificate • Postal Receipt
File Name		Text box	The filename of the attached document	
File Size		Display field	This will show size of the file	
Terms and Conditions		Display field	Displays the Bank clauses which customer cannot change.	

6.3.2 Finance

This section will capture the basic financial details of the Standby LC such as SBLC Amount, Tolerance, Inco term, Expiry Date, Tenor etc. The various fields under this section and the input guidelines are shown in the below table.



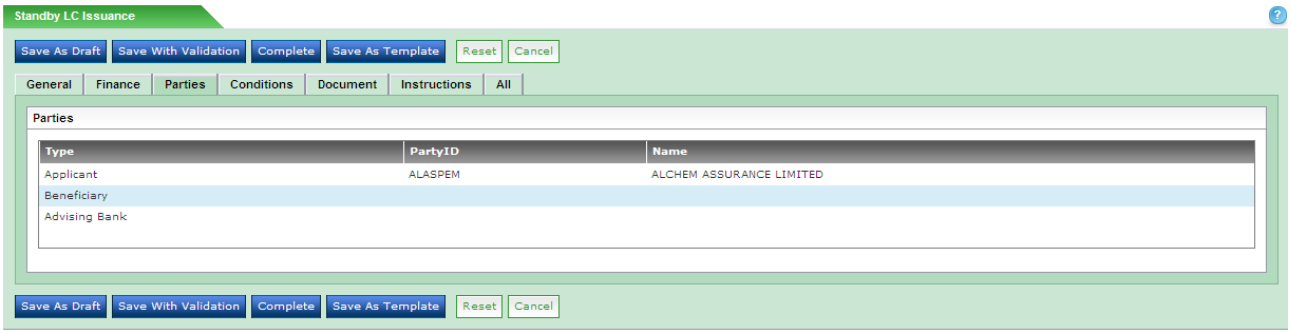
Screen 6.3.2

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
SBLC Amount	Mandatory	CCY: Drop down Amount: Text Field	This includes 2 input fields: Currency and Amount of the SBLC.	• Currency: Currency code uploaded by system and subject to country's confirmation • The system should be able to dynamically validate the decimal points according to currency.
Tolerance Percentage (Plus & Minus)	Optional	Text Field	This field specifies the tolerance percentage for the SBLC	• Customer can input value in this field or "Tolerance Amount" field. Both cannot be entered. System will issue an error in such case. • The value in this field is taken for both positive and negative tolerance.
Expiry Date	Mandatory	Calendar Popup	This refers to the date when the SBLC expires.	• The field is mandatory. • The system checks that this is later than the issuance date. • The system should be able to validate the date based on the customer time zone.
Expiry Country	Mandatory	Drop Down	Expiry Country of the SBLC	Drop Down Box to display the country name for selection. The values will be popped up depending upon customer's country code.
Expiry Place	Mandatory	Text box	This field refers to the place where the SBLC expires.	• The field is based on the list of values: 1. Beneficiary Country 2. At Our Counters 3. Other • If selected 'Others' a free text window will appear to input the data. The SWIFT validation applies for the data input.
Issue Date	Optional	Calendar Popup	This is SBLC Issue Date	• If customer wants to send the transaction at Future date to Bank, user can choose the issue date accordingly. The transaction will be sent on the Issue date or next working date to Bank. • The date should be greater than or equal to system date and lesser than expiry date. • If no date is provided, the issuance date will be same as the system date.
Tolerance Amount (Plus)	Optional	Text field	This field specifies the tolerance amount for the SLC	• Customer can input value in this field or "Tolerance Percentage" field. Both cannot be entered. System will issue an error in such case. • The value in this field is taken as maximum amount for the SBLC.
Txn Date	Read Only	R	This shows the Transaction date	This is read only field and shows system date depending upon customer's group time zone. The txn date should be updated for each new event.

Available With	Mandatory	Drop Down	This field shows with whom the SBLC is made Available.	Drop down Box with the following value selected by customer, • Issuing Bank (Default) • Advising Bank • Reimbursing Bank • Any Bank
Available By	Mandatory	Drop Down	This field shows SBLC Available By	The drop-down list contains 2 options: 1. Payment 2. Negotiation

6.3.3 Parties

This section captures all the details about the parties involved in the letter of credit.



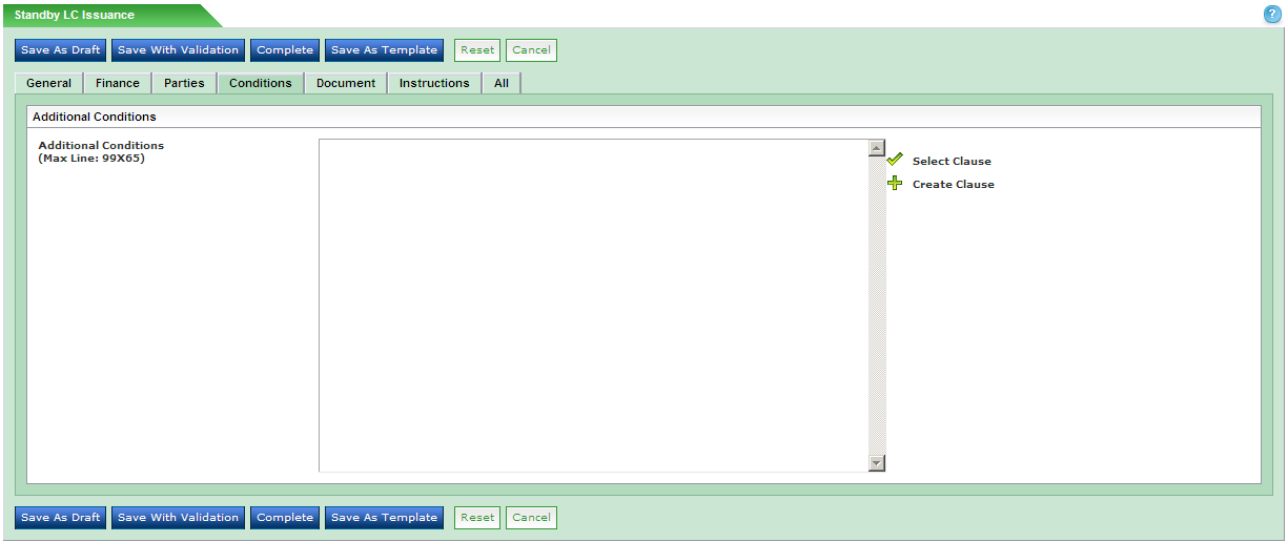
Screen 6.3.3

This section allows you to maintain the applicant, beneficiary and Advising Bank list. Click on any one of the category and system will expand the details to be maintained.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Party Type	Mandatory	This field refers to a Party Type	**Applicant** The Applicant will default to the customer for which the Standby is created. Secondary Applicant may be available depending on client setup•	• This field show different Party Types like 'Applicant', 'Beneficiary', Advising Bank etc. • For SBLC issuance, by default following three Parties will be displayed which are mandatory. Applicant Beneficiary Advising Bank
			Beneficiary • User may search for applicable Beneficiary Party ID • Once user chooses a party ID, the party name and address will populate.	
			Advising Bank • When customer tries to search for 'Advising Bank' using search icon, user will be provided three fields for search – Source, Bank ID, Bank Name. 'Source' is a drop down with options 'Bank Favorites' and 'Bank Master'. User will not be able to search on Extension ID field. • Under 'Bank Favorites', all the favorite Banks created at Group or Company level which user has access to will be displayed. • Under 'Bank Master', all the banks from Bank master list will be displayed. • Once user selects bank id, bank name and address will populate.	

6.3.4 Conditions

This covers all the additional conditions that the beneficiary should satisfy while presenting documents under the letter of credit for payment.

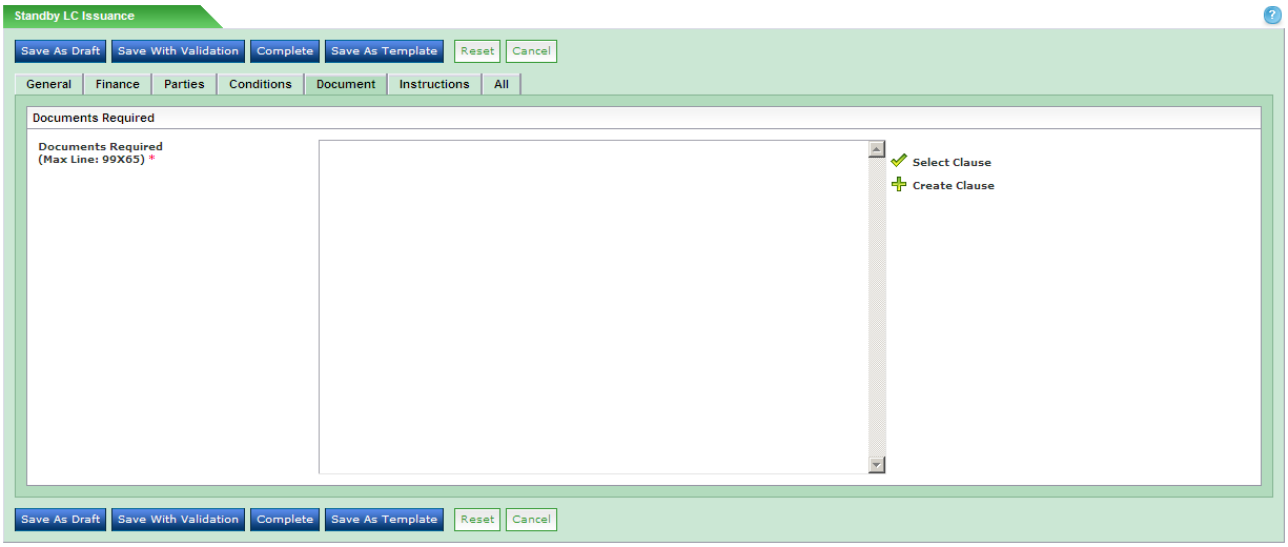


Screen 6.3.4

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Additional Conditions	Mandatory	Text box	Enter conditions of the Standby LC	Word wrap mechanism is in place When the user input exceeds the size limit of the field, a message is displayed asking the user to reduce the text size User may select existing clause or create and save new clause, which may be retrieved for later use

6.3.5 Documents

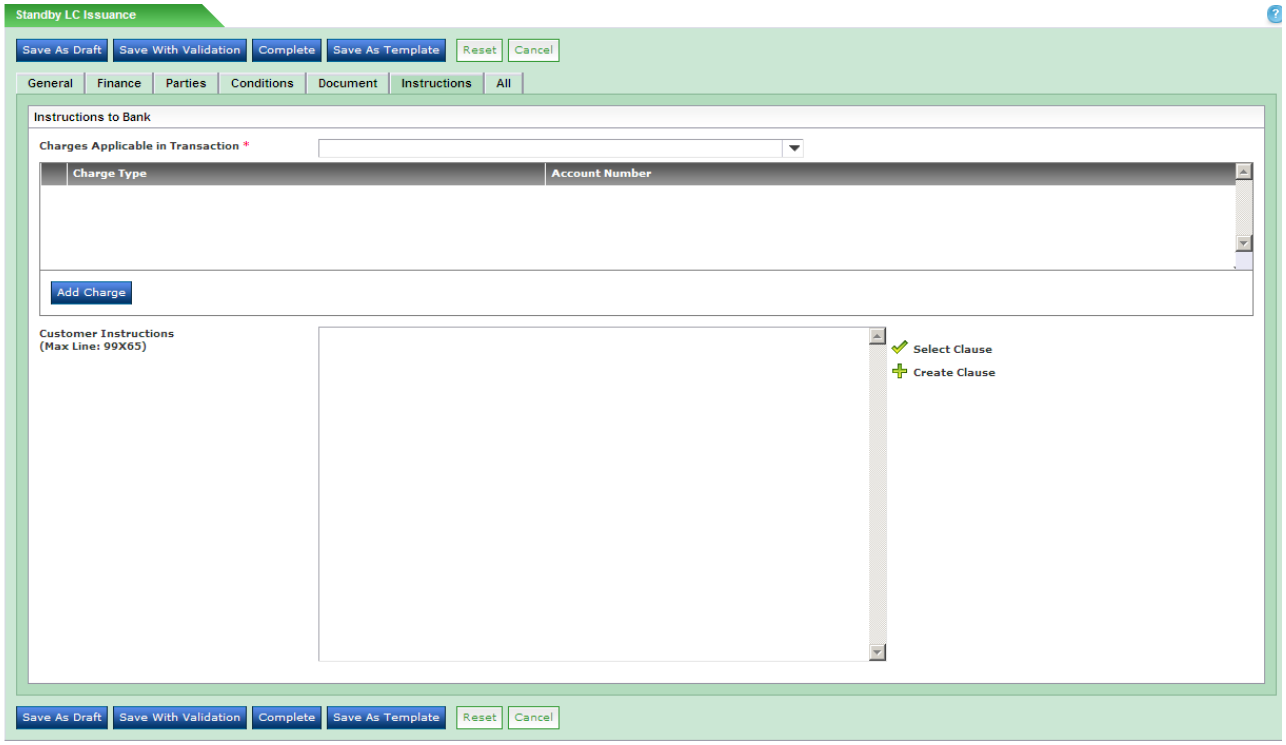
This section covers all the details of documents that may be required under a Standby Letter of Credit.



Screen 6.3.5

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Documents Required	Mandatory	Text box	Enter any required documents	Word wrap mechanism is in place When the user input exceeds the size limit of the field, a message is displayed asking the user to reduce the text size User may select existing clause or create and save new clause, which may be retrieved for later use

6.3.6 Instructions



Screen 6.3.6

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Charges applicable in transaction	Mandatory	Text box	This field is used to indicate who will pay the charges	User can select value from drop down: • All banking charges are for account of beneficiary • All banking charges are for account of applicant • Others – Refer Customer Instructions
Add Charge – Charge type	Optional	Drop Down	This indicates the charge type	The drop-down list contains these 4 options: •All Charges - If the field 'All Charges' is selected then user should not be able to select other charge types in other rows •Commission •Margin • Proceeds Once charge type is selected, account no. must also be selected. The Charge Type cannot have repetition. If selected more than once, the system should provide an alert 'Charge Type cannot be duplicated'. If the field is 'All banking charges are for account of beneficiary', user may only choose Charge Type: All Charges.

Remarks (for your internal use) – available under ALL TAB	Optional	Text box	This field will be used by customer for internal use purpose to pass any message to his colleagues	• The system should be able to send these fields data in email notification to company Authoriser. • The system should not send this information to back office. • When user tries to print the customer copy of SBLC, this information should also be printed along with SBLC details.

There are six action buttons present at the top and bottom of the LC application screen which are described below.

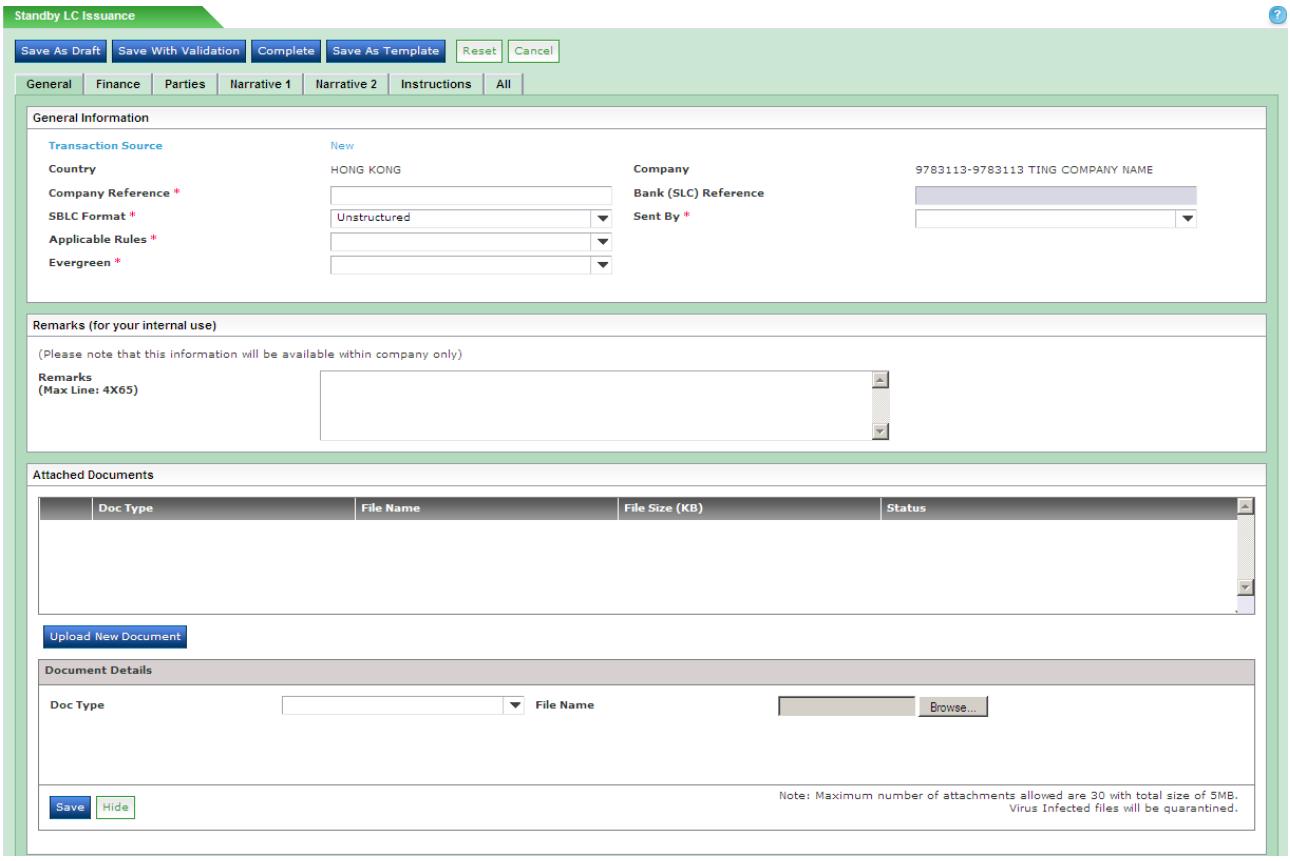
Button	Description
Save as Draft	This button helps the user to save the entered information as a draft which can be edited later and released once all the required fields are completely filled in.
Save with Validation	This button helps the user to save the LC with business validations. This can be used later to verify, complete and send it for authorization.
Complete	Clicking this button finishes the data entry process and moves the transaction to the Authoriser's queue. The system will not allow you to complete if you have not entered all the mandatory fields.
Save as Template	This button helps the user to save the information entered as a template which can be accessed and used later whenever a new Letter of Credit needs to be issued. On saving as template system will remove the documents uploaded to the transaction form.
Reset	This button clears all the fields on the LC application and allows the user to start from the beginning.
Cancel	This button allows the user to come out from this application at any point of LC creation.

6.4 Standby LC Flow - UNSTRUCTURED

The various tabs are described below in the order of their appearance.

6.4.1 General

Under this tab, screen is grouped under three different information requirements namely General Information, Remarks and Attached Documents. The user needs to fill in appropriate relevant fields. Fields marked in red asterisk * are mandatory. This tab will capture the basic details of the Standby Letter of credit such as Company Reference, SBLC Format, Remarks and any supporting document required with the Stand by LC application by the bank, etc.



Screen 6.4.1

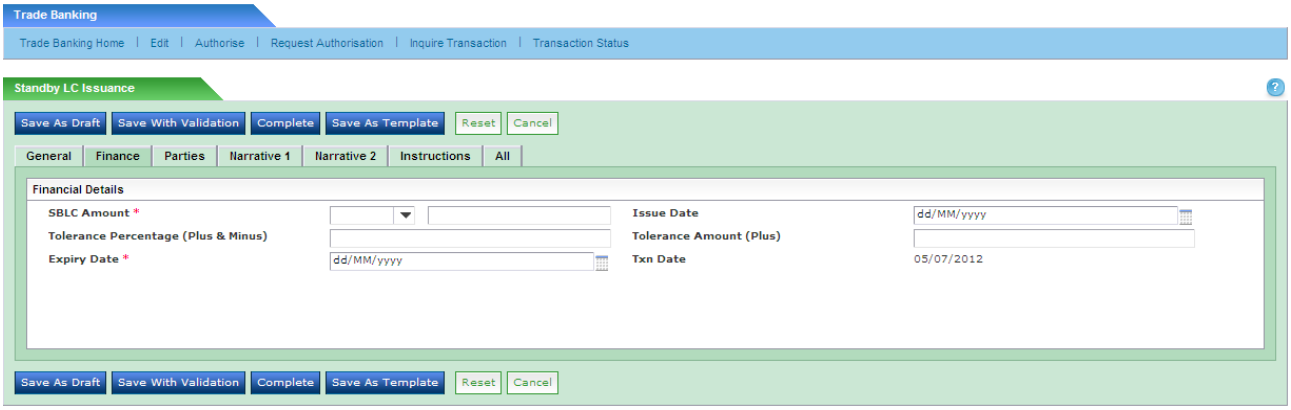
The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Country	Required	Display field	This field displays the Customer's Country	Read Only
Company	Required	Display field	This field will display the Customer name	Read Only
Transaction Source	Required	Display field	This field displays the transaction source	Read Only
Company Ref	Mandatory	Text box	Customer's reference number	• Unique reference number entered by customer. System will prompt the message 'Transaction already exists' if the same reference number has been used. • SWIFT character validation for the data in the field.
Bank (SLC) Reference	Protected / Optional	Text box	This field shows the SBLC Number of the Bank.	• If customer has SLC Pre assigned Number flag set to Yes, then this field is enabled to input the data. However, it is not mandatory for user to key in the value. • If customer has Pre assigned Number flag set to No, then this field should be protected. Customer user is not allowed to key in the value.

Sent By	Mandatory	Drop Down	Dispatch mode of the documents by customer.	Available options: 1. Airmail 2. Courier 3. Express Airmail (Registered) 4. By Hand 5. Mail 6. Registered Airmail 7. Registered Mail 8. Speed Post
SBLC Format	Mandatory	Drop Down	Describes the message format to be sent	Structured
Applicable Rules	Mandatory	Drop Down	This field represents the applicable rules for the transaction	The drop-down list contains these options: • ISP98 • URDG • OTHER • UCP600
Evergreen	Mandatory	Drop Down	This field denote whether the guarantee is evergreen or with fixed expiry.	The options available are given below: • Fixed Expiry • Evergreen
Doc Type	Optional	Dropdown + Free Text Field	This field will show the drop down with most frequently used document types. User may also key-in the document type in this field.	Following is the list of most frequently documents used: • Bill of Lading • Airway Bill • Cargo Receipt • Forward Cargo Receipt • Non Negotiable B/L • Commercial Invoice • Customs Invoice • Packing List • Inspection Certificate • Beneficiary Certificate • Insurance Certificate • Postal Receipt
File Name		Text box	The filename of the attached document	
File Size		Display field	This will show size of the file	
Terms and Conditions		Display field	Displays the Bank clauses which customer cannot change.	

6.4.2 Finance

This section will capture the basic financial details of the Standby LC such as SBLC Amount, Tolerance, Inco term, Expiry Date, Tenor etc. The various fields under this section and the input guidelines are shown in the below table.

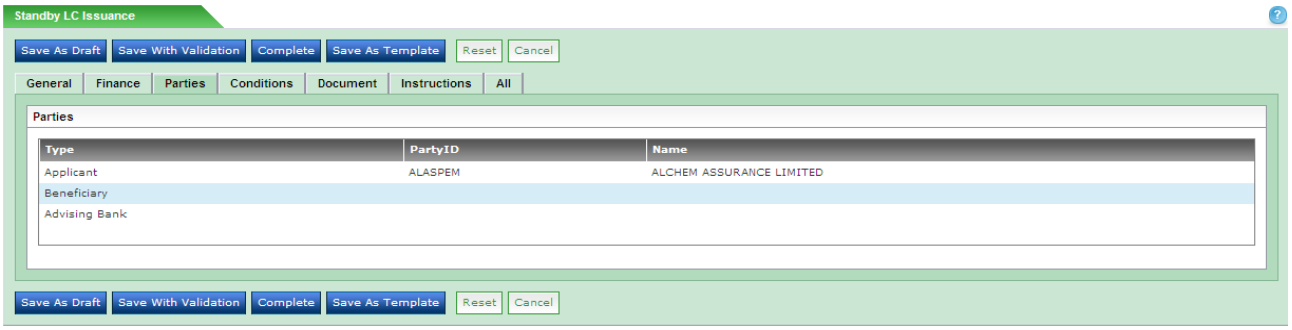


Screen 6.4.2

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
SBLC Amount	Mandatory	CCY: Drop down Amount: Text Field	This includes 2 input fields: Currency and Amount of the SBLC.	Currency: Currency code uploaded by system and subject to country's confirmation The system should be able to dynamically validate the decimal points according to currency.
Tolerance Percentage (Plus & Minus)	Optional	Text Field	This field specifies the tolerance percentage for the SBLC	Customer can input value in this field or "Tolerance Amount" field. Both cannot be entered. System will issue an error in such case. The value in this field is taken for both positive and negative tolerance.
Expiry Date	Mandatory	Calendar Popup	This refers to the date when the SBLC expires.	The field is mandatory. The system checks that this is later than the issuance date. The system should be able to validate the date based on the customer time zone.•
Issue Date	Optional	Calendar Popup	This is SBLC Issue Date	If customer wants to send the transaction at Future date to Bank, user can choose the issue date accordingly. The transaction will be sent on the Issue date or next working date to Bank. The date should be greater than or equal to system date and lesser than expiry date. If no date is provided, the issuance date will be same as the system date.
Tolerance Amount (Plus)	Optional	Text field	This field specifies the tolerance amount for the SLC	Customer can input value in this field or "Tolerance Percentage" field. Both cannot be entered. System will issue an error in such case. The value in this field is taken as maximum amount for the SBLC.
Txn Date	Read Only	R	This shows the Transaction date	This is read only field and shows system date depending upon customer's group time zone. The txn date should be updated for each new event.

6.4.3 Parties

This section captures all the details about the parties involved in the letter of credit.



Screen 6.4.3

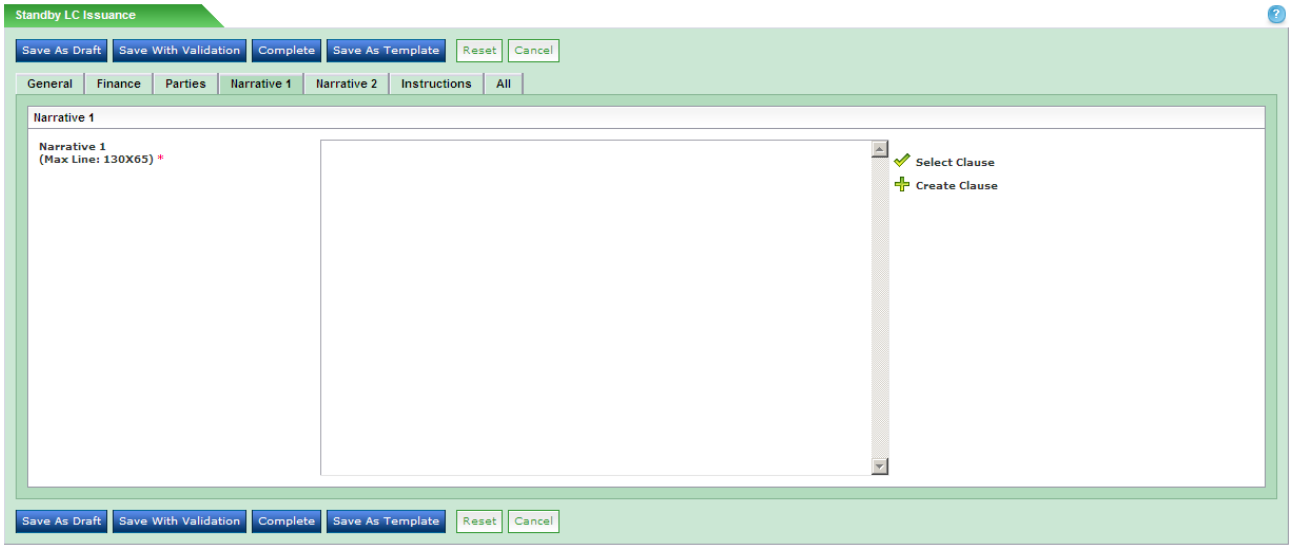
This section allows you to maintain the applicant, beneficiary and Advising Bank list. Click on any one of the category and system will expand the details to be maintained.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Party Type	Mandatory	This field refers to a Party Type	**Applicant** The Applicant will default to the customer for which the Standby is created. Secondary Applicant may be available depending on client setup•	• This field show different Party Types like 'Applicant', 'Beneficiary', Advising Bank etc. • For SBLC issuance, by default following three Parties will be displayed which are mandatory. Applicant Beneficiary Advising Bank
			Beneficiary • User may search for applicable Beneficiary Party ID • Once user chooses a party ID, the party name and address will populate.	

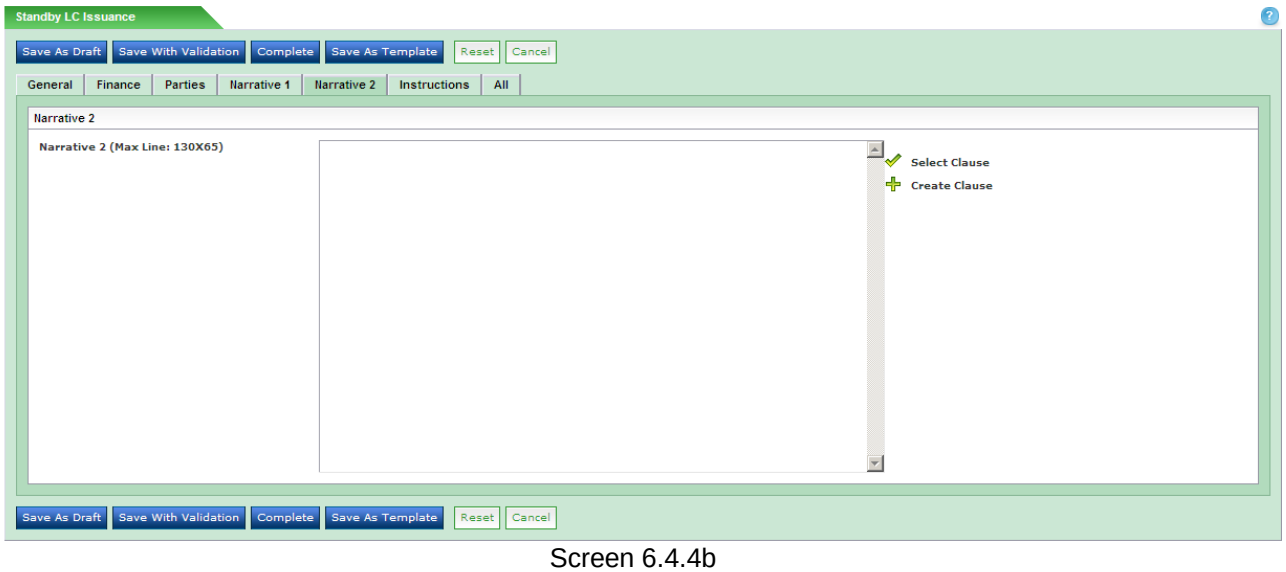
			Advising Bank • When customer tries to search for 'Advising Bank' using search icon, user will be provided three fields for search – Source, Bank ID, Bank Name. 'Source' is a drop down with options 'Bank Favorites' and 'Bank Master'. User will not be able to search on Extension ID field. • Under 'Bank Favorites', all the favorite Banks created at Group or Company level which user has access to will be displayed. • Under 'Bank Master', all the banks from Bank master list will be displayed. • Once user selects bank id, bank name and address will populate.	

6.4.4 Narrative 1 and Narrative 2

This covers complete narrative of Standby LC as required by the Applicant.



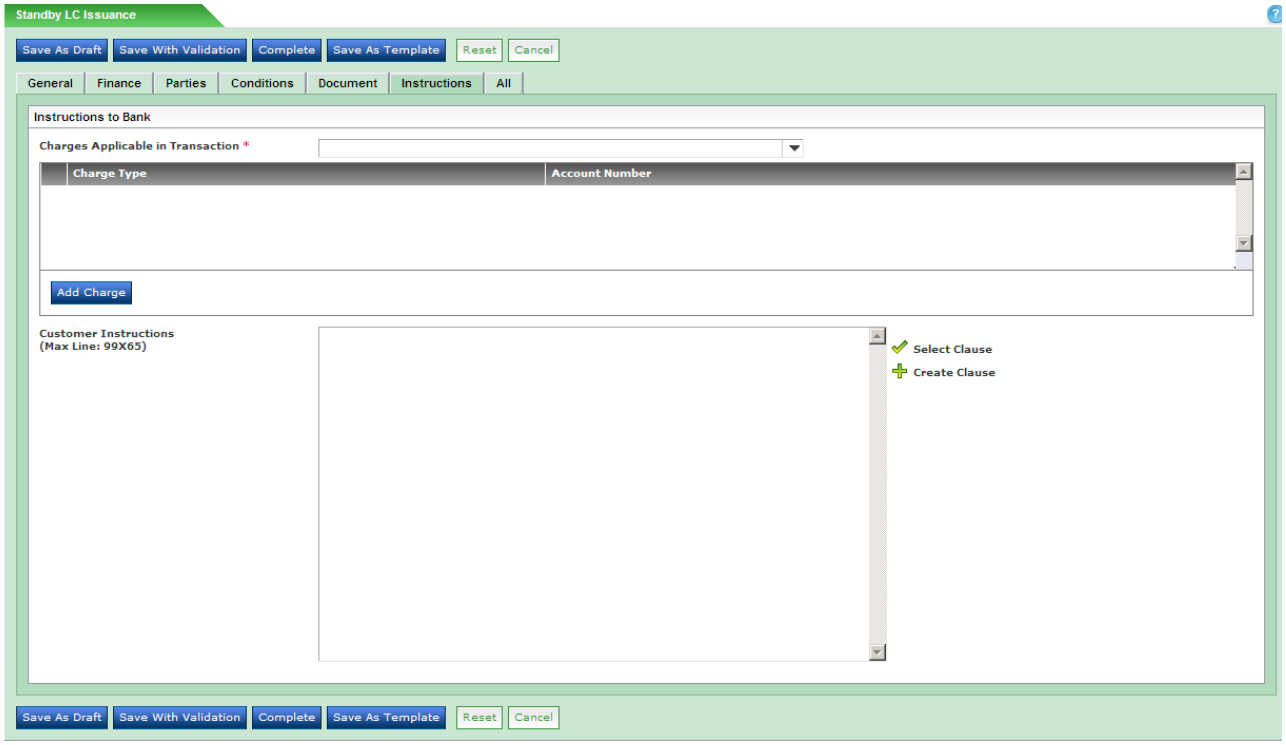
Screen 6.4.4a



Screen 6.4.4b

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Narrative 1 and Narrative 2	Mandatory	Text box	Enter narrative of the Standby LC	Word wrap mechanism is in place When the user input exceeds the size limit of the field, a message is displayed asking the user to reduce the text size User may select existing clause or create and save new clause, which may be retrieved for later use

6.4.4 Instructions



Screen 6.4.5

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Charges applicable in transaction	Mandatory	Text box	This field is used to indicate who will pay the charges	User can select value from drop down: All banking charges are for account of beneficiary All banking charges are for account of applicant Others – Refer Customer Instructions
Add Charge – Charge type	Optional	Drop Down	This indicates the charge type	The drop-down list contains these 4 options: All Charges - If the field 'All Charges' is selected then user should not be able to select other charge types in other rows Commission Margin •Proceeds Once charge type is selected, account no. must also be selected. The Charge Type cannot have repetition. If selected more than once, the system should provide an alert 'Charge Type cannot be duplicated'. If the field is 'All banking charges are for account of beneficiary', user may only choose Charge Type: All Charges.
Remarks (for your internal use) – available under ALL tab	Optional	Text box	This field will be used by customer for internal use purpose to pass any message to his colleagues	• The system should be able to send these fields data in email notification to company Authoriser. • The system should not send this information to back office. • When user tries to print the customer copy of SBLC, this information should also be printed along with SBLC details.

There are six action buttons present at the top and bottom of the LC application screen which are described below.

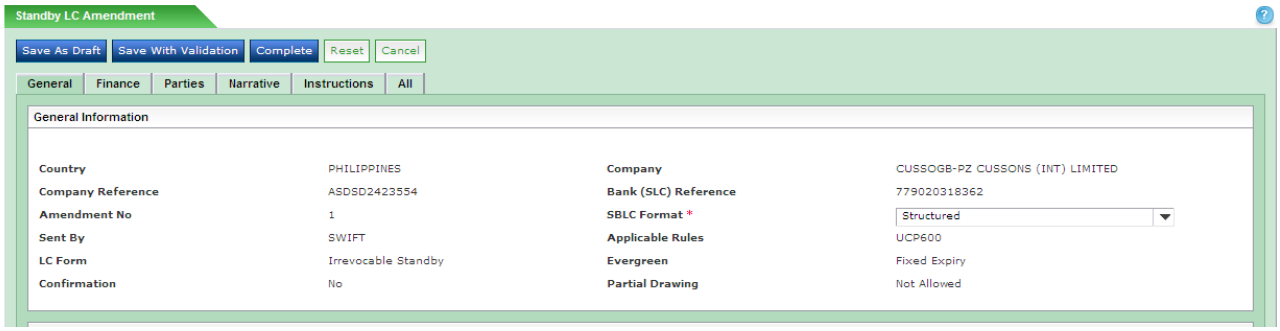
Button	Description
Save as Draft	This button helps the user to save the entered information as a draft which can be edited later and released once all the required fields are completely filled in.
Save with Validation	This button helps the user to save the LC with business validations. This can be used later to verify, complete and send it for authorization.
Complete	Clicking this button finishes the data entry process and moves the transaction to the Authoriser's queue. The system will not allow you to complete if you have not entered all the mandatory fields.
Save as Template	This button helps the user to save the information entered as a template which can be accessed and used later whenever a new Letter of Credit needs to be issued. On saving as template system will remove the documents uploaded to the transaction form.
Reset	This button clears all the fields on the LC application and allows the user to start from the beginning.
Cancel	This button allows the user to come out from this application at any point of LC creation.

7 Product - Standby LC Amendment

7.1 Standby LC Amendment Formats

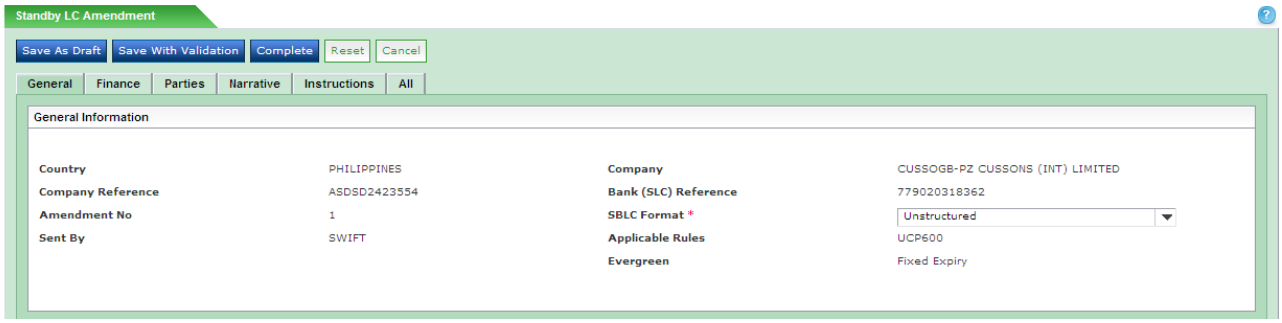
There are two Standby Letter of Credit Amendment Formats available as follows.

1. STRUCTURED – this Standby Letter of credit amendment format conforms to SWIFT MT707 format. The method of delivery will be imported from original Standby LC initiation and may not be amended



Screen 7.1a

2. UNSTRUCTURED – the Standby Letter of Credit Amendment format conforms to SWIFT MT767 format.

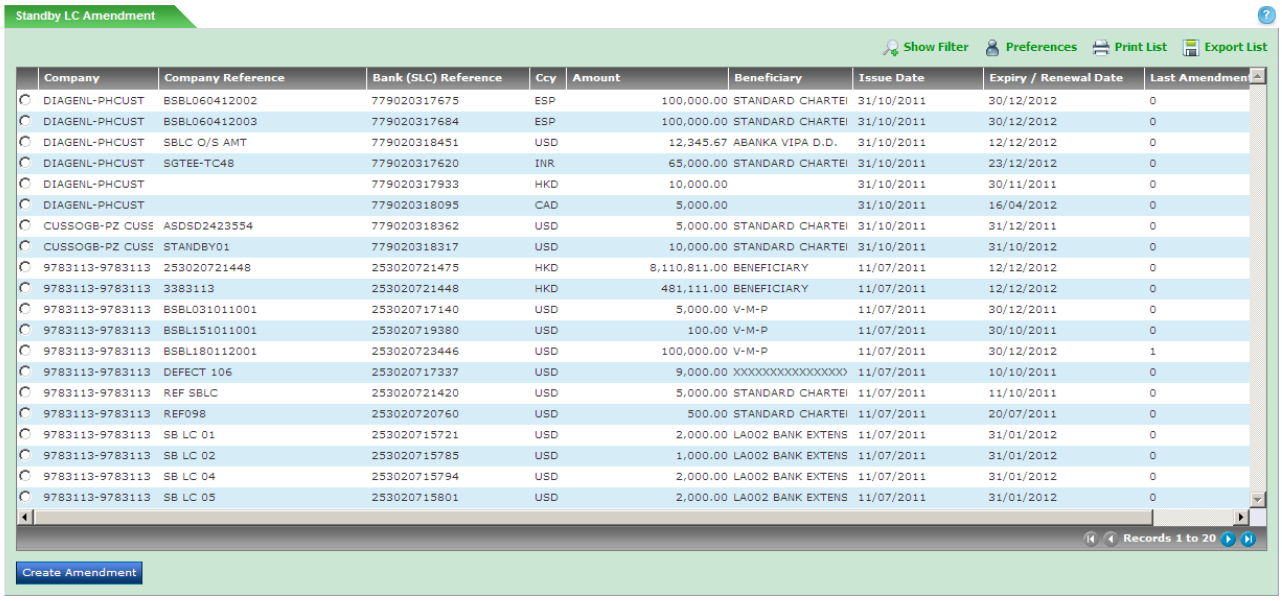


Screen 7.1b

7.2 Standby LC Amendment Flow - STRUCTURED

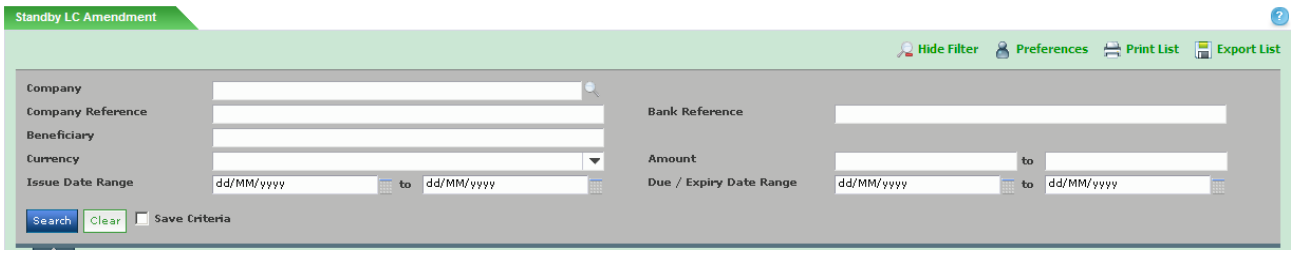
By clicking Standby LC Amendment tab under 'Available Instructions', the user will be taken to a screen (screen 7.2a) that displays a list of Standby Letter of Credit transactions.

By default, all the L/C that requires amendment will be displayed in the screen for user to select.

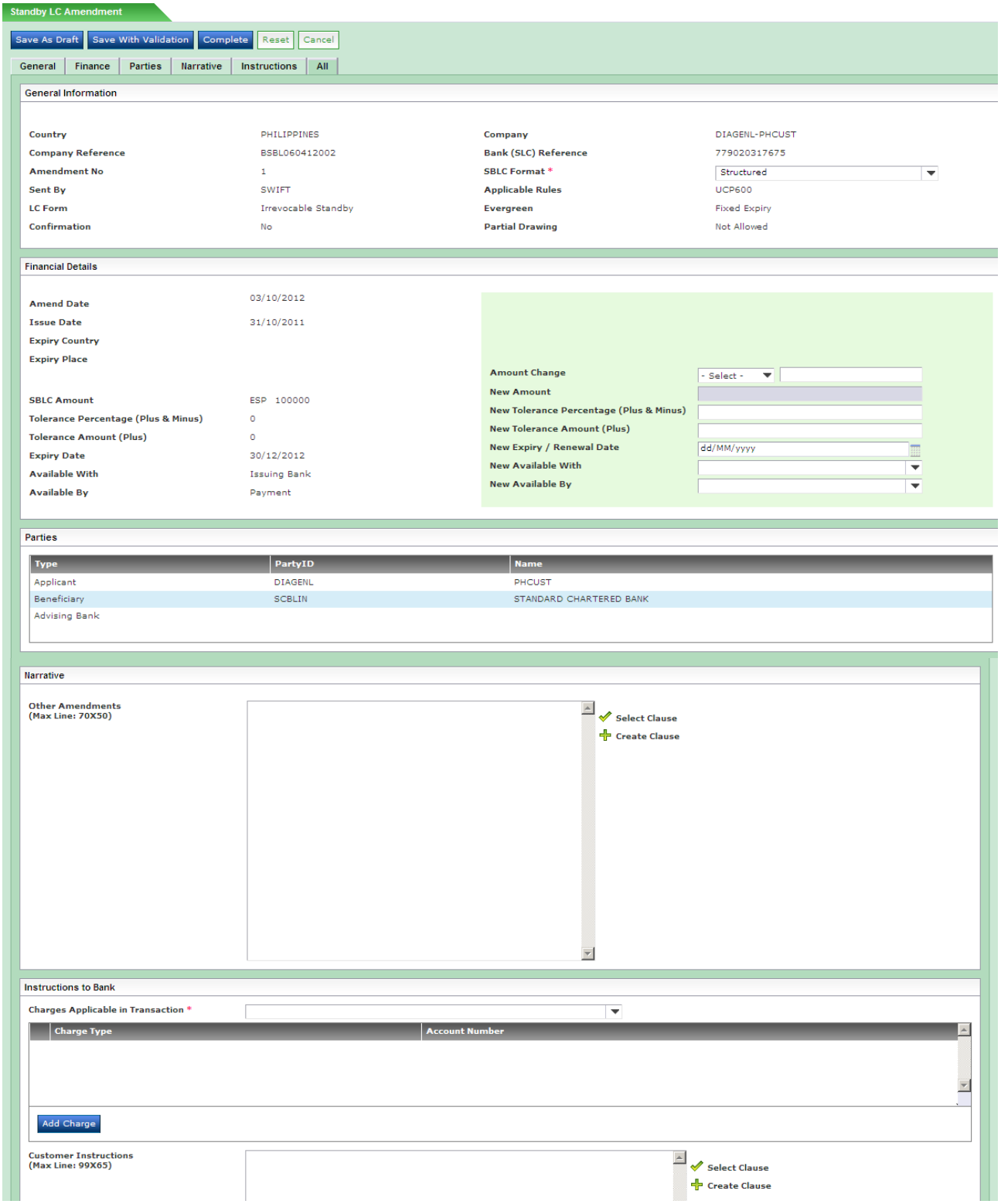


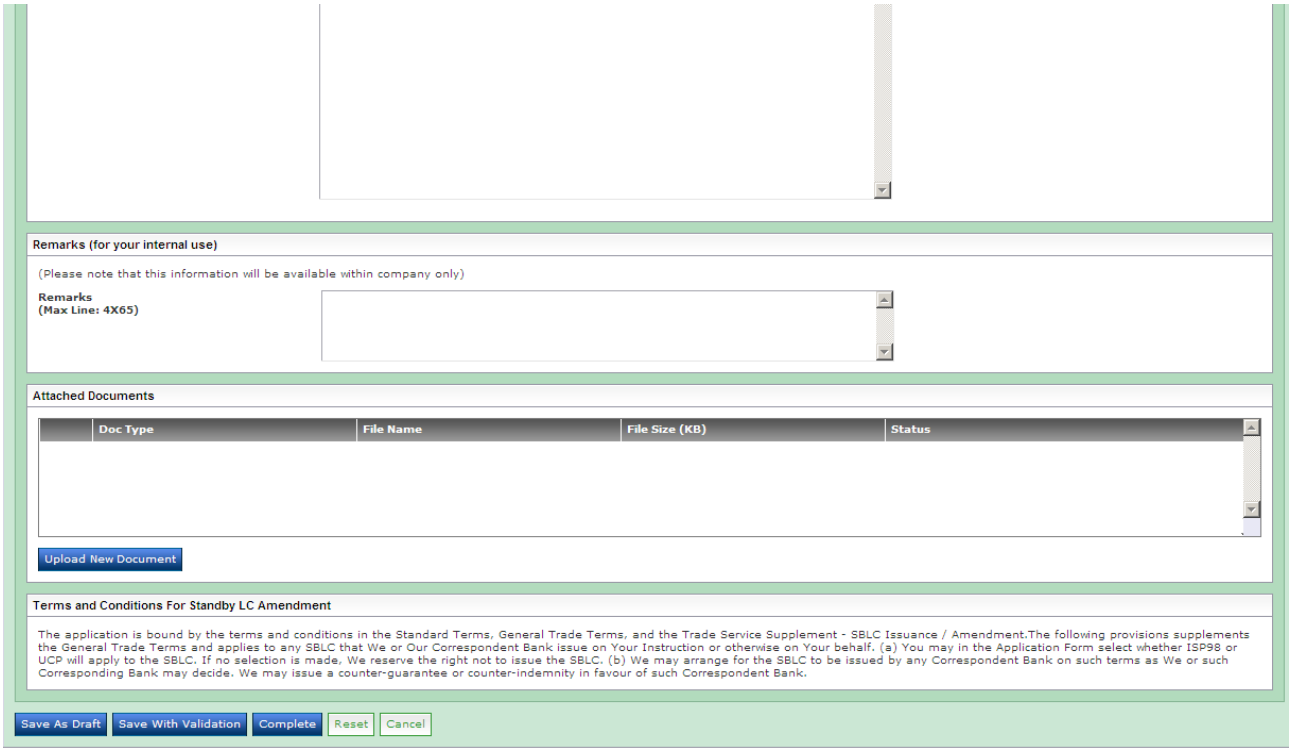
Screen 7.2a

The user can also search for the specific LC by clicking on the "Show Filter" link and entering any of these fields to search.



Once the filtered transactions are displayed the user can select the desired transaction and proceed to the online Standby LC Amendment form (screen 7.2b) by clicking on the "Create Amendment" button.


Standby LC Amendment
Save As Draft
Save With Validation
Complete
Reset
Cancel
General
Finance
Parties
Narrative
Instructions
All
General Information
Country
PHILIPPINES
Company
DIAGENL-PHCUST
Company Reference
BSBL060412002
Bank (SLC) Reference
779020317675
Amendment No
1
SBLC Format *
Structured
Sent By
SWIFT
Applicable Rules
UCP600
LC Form
Irrevocable Standby
Evergreen
Fixed Expiry
Confirmation
No
Partial Drawing
Not Allowed
Financial Details
Amend Date
03/10/2012
Issue Date
31/10/2011
Expiry Country
Expiry Place
SBLC Amount
ESP 100000
Tolerance Percentage (Plus & Minus)
0
Tolerance Amount (Plus)
0
Expiry Date
30/12/2012
Available With
Issuing Bank
Available By
Payment
Amount Change
- Select -
New Amount
New Tolerance Percentage (Plus & Minus)
New Tolerance Amount (Plus)
New Expiry / Renewal Date
dd/MM/yyyy
New Available With
New Available By
Parties
Type
PartyID
Name
Applicant
DIAGENL
PHCUST
Beneficiary
SCBLIN
STANDARD CHARTERED BANK
Advising Bank
Narrative
Other Amendments
(Max Line: 70X50)
Select Clause
Create Clause
Instructions to Bank
Charges Applicable in Transaction *
Charge Type
Account Number
Add Charge
Customer Instructions
(Max Line: 99X65)
Select Clause
Create Clause


Remarks (for your internal use)
(Please note that this information will be available within company only)
Remarks
(Max Line: 4X65)
Attached Documents
Doc Type
File Name
File Size (KB)
Status
Upload New Document
Terms and Conditions For Standby LC Amendment
The application is bound by the terms and conditions in the Standard Terms, General Trade Terms, and the Trade Service Supplement - SBLC Issuance / Amendment.The following provisions supplements the General Trade Terms and applies to any SBLC that We or Our Correspondent Bank issue on Your Instruction or otherwise on Your behalf. (a) You may in the Application Form select whether ISP98 or UCP will apply to the SBLC. If no selection is made, We reserve the right not to issue the SBLC. (b) We may arrange for the SBLC to be issued by any Correspondent Bank on such terms as We or such Corresponding Bank may decide. We may issue a counter-guarantee or counter-indemnity in favour of such Correspondent Bank.
Save As Draft
Save With Validation
Complete
Reset
Cancel

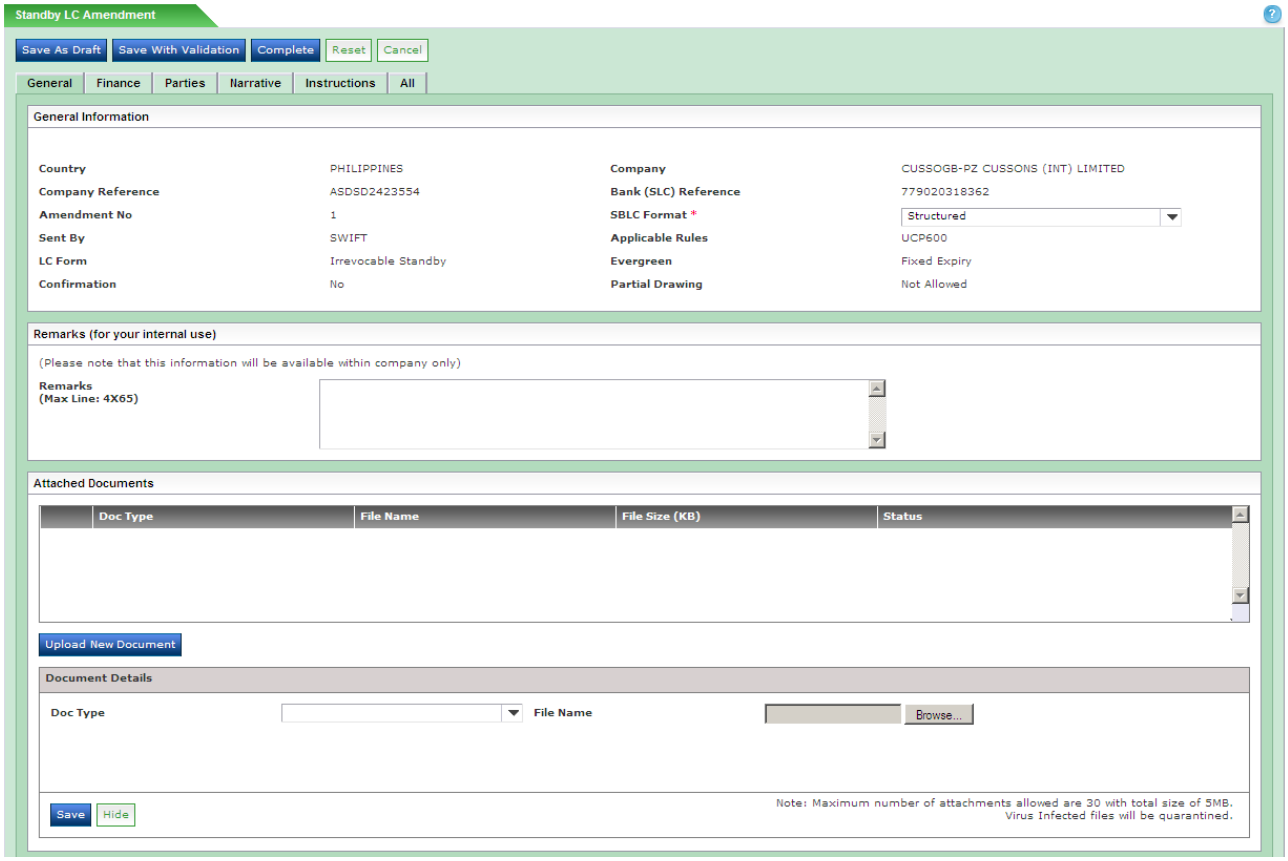
Screen 7.2b

The original Standby LC particulars are displayed in the various fields available under different tabs (screen 7.2b) such as General, Finance, Parties, Narrative and Instructions. Under each tab, fields are provided adjacent to the original data fields for entering the details that are to be amended. To fill all the details in a single flow click on the 'All' tab.

The required particulars that need to be amended are to be entered and other fields can be skipped.

7.2.1 General

Under this tab, screen is grouped under three different information requirements namely General Information, Remarks and Attached Documents. The user needs to fill in appropriate relevant fields. Fields marked in red asterisk * are mandatory. This tab will display the basic details of the Standby Letter of credit such as LC Form, Applicable Rules, etc. The details that need to be amended are to be input in the fields provided.



Screen 7.2.1

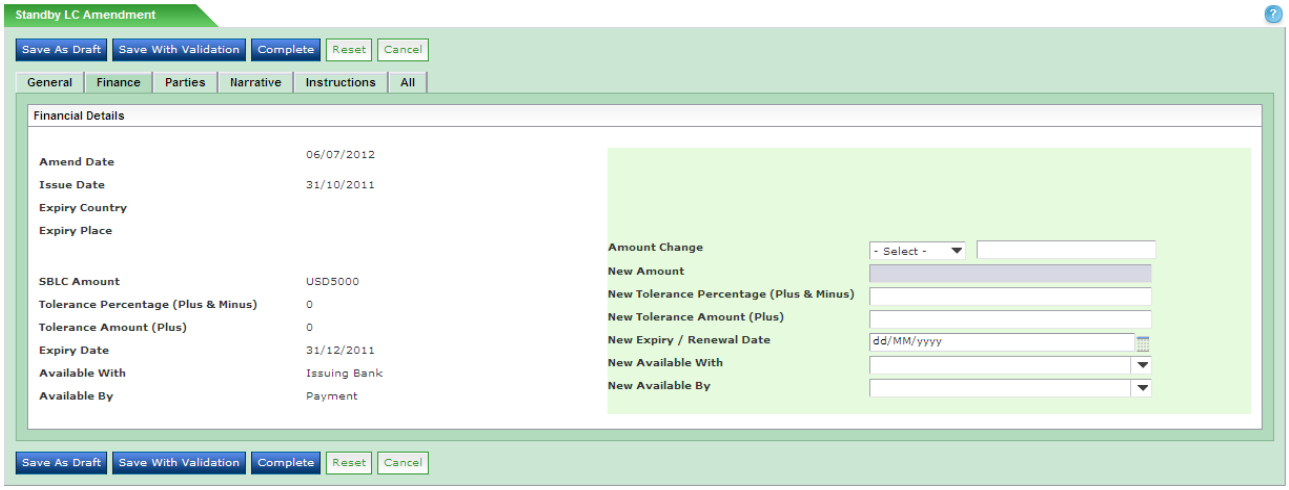
The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Country	Required	Display field	This field displays the Customer's Country	Read Only
Company	Required	Display field	This field will display the Customer name	Read Only
Company Ref	Mandatory	Text box	Customer's reference number	Unique reference number by product by customer and for display only at the SBLC amendment Data will be inherited from the SBLC issuance or the last SBLC amendment.
Amendment no.	Required	Display field	Subsequent no. assigned to new amendment	
Bank (SLC) Reference	Protected / Optional	Text box	This field shows the SBLC Number of the Bank.	• If customer has SLC Pre assigned Number flag set to Yes, then this field is enabled to input the data. However, it is not mandatory for user to key in the value. • If customer has Pre assigned Number flag set to No, then this field should be protected. Customer user is not allowed to key in the value.
SBLC Format	Mandatory	Drop Down	Describes the message format to be sent	Values are "Structured" & "Unstructured"
Sent By	Required	Display field	Dispatch mode of the SBLC by customer.	Data will be inherited from the SBLC issuance or the last SBLC amendment
LC Form	Required	Display field	This filed will display the options for Form of SBLC from the LOV table	Data will be inherited from the SBLC issuance or the last SBLC amendment
Applicable Rules	Required	Display field	This field represents the applicable rules for the transaction	Data will be inherited from the SBLC issuance or the last SBLC amendment

Confirmation	Required	Display field	This field will display the confirmation instruction	Data will be inherited from the SBLC issuance or the last SBLC amendment
Partial Drawing	Required	Display field	This field indicates whether or not partial drawing is allowed.	Data will be inherited from the SBLC issuance or the last SBLC amendment
Evergreen	Required	Display field	This field denote whether the guarantee is evergreen or with fixed expiry.	Data will be inherited from the SBLC issuance or the last SBLC amendment
Remarks	Optional	Text Box	This field will be used by customer for internal use purpose to pass any message to colleagues	System will send this field data in email notification to company Authoriser (if email notification setup is activated). System will not send this information to Bank Remarks data will be included in PDF printout.
Doc Type	Optional	Dropdown + Free Text Field	This field will show the drop down with most frequently used document types. User may also key-in the document type in this field.	Following is the list of most frequently documents used: • Bill of Lading • Airway Bill • Cargo Receipt • Forward Cargo Receipt • Non Negotiable B/L • Commercial Invoice • Customs Invoice • Packing List • Inspection Certificate Beneficiary Certificate Insurance Certificate Postal Receipt
File Name		Text box	The filename of the attached document	
File Size		Display field	This will show size of the file	
Terms and Conditions		Display field	Displays the Bank clauses which customer cannot change.	

7.2.2 Finance

This section will display the basic financial details of the LC such as Amount, Tolerance, etc. and appropriate fields are available for inputting the new data on the right hand side of this screen. The information on the left hand side is display only fields with the original LC data.



Screen 7.2.2

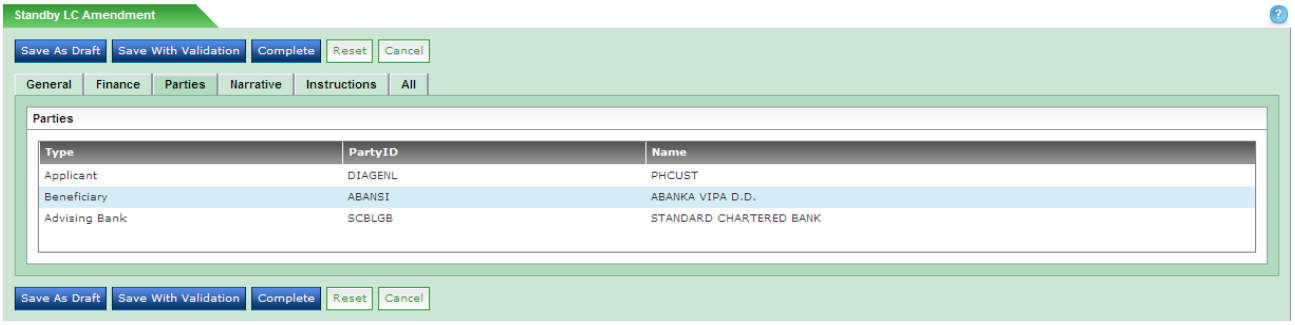
The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Amend Date	Required	Display field	This shows the amendment date	
Issue Date	Required	Display field	This is SBLC Issue Date	• Data will be inherited from the SBLC issuance
Expiry Country	Required	Display field	Expiry Country of the SBLC	Data will be inherited from the SBLC issuance or the last SBLC amendment
Expiry Place	Required	Display field	This field refers to the place where the SBLC expires.	Data will be inherited from the SBLC issuance or the last SBLC amendment
SBLC Amount	Required	Display field	This includes 2 input fields: Currency and Amount of the SBLC.	• Data will be inherited from the SBLC issuance or the last SBLC amendment
Tolerance Percentage (Plus & Minus)	Required	Text field	This field provides the existing tolerance percentage for SBLC	• Data will be inherited from the SBLC issuance or the last SBLC amendment
Tolerance Amount (Plus)	Required	Text field	This field provides the existing tolerance amount for SBLC	• Data will be inherited from the SBLC issuance or the last SBLC amendment
Expiry Date	Required	Display field	This refers to the date when the SBLC expires.	• Data will be inherited from the SBLC issuance or the last SBLC amendment
Available With	Required	Display field	This field shows with whom the SBLC is made Available.	• Data will be inherited from the SBLC issuance or the last SBLC amendment
Available By	Required	Display field	This field shows SBLC Available By	• Data will be inherited from the SBLC issuance or the last SBLC amendment
Amount change	Optional	Drop down Amount: Text Field	This refers to new SBLC amount. This includes 2 input fields: 'Increase by or Decrease by' and Amount of the SBLC.	• User needs to key-in here the difference of the New SBLC amount. • If the amount is increased, user needs to select the 'Increase by' option • If the amount is reduced, user needs to select the 'Decrease by' option
New Amount	Required	Display Field	This refers to final SBLC Amount for the current step	• The value will be calculated by the system and displayed here. • The system should check whether the value is made zero if the amount is decreased. • If the New Amount is becoming zero, then system should alert user saying that 'SBLC Amount Cannot be zero'. • If the SBLC amount doesn't change, the old SBLC amount must be sent to BO during interface
(New) Tolerance Percentage (Plus & Minus)	Optional	Text field	This field provides the new tolerance percentage for SBLC	• This field will provide the new tolerance percentage value for SLC. • All the validations applicable for SLC issuance would be applied for this field as well. • Either this field or tolerance amount field should be entered.
(New) Tolerance Amount (Plus)	Optional	Text field	This field provides the new tolerance amount for SBLC	• This field will provide the new tolerance amount value for SLC. • All the validations applicable for SLC issuance would be applied for this field as well. • Either this field or tolerance percentage should be entered.
(New) Expiry / Renewal Date	Optional	Calendar Popup	This field refers to the new expiry date of the SBLC.	• The system checks that this is later than the SBLC issuance date. • If user doesn't enter any value in this field, the expiry date from previous step would be considered. • All Validations as per SBLC issuance is applicable • If the expiry date doesn't change, the previous expiry date from issuance or last amendment must be sent to BO

(New) Available With	Optional	Drop Down	This field shows with whom the SBLC is made Available.	Drop down Box with the following value selected by customer, • Issuing Bank (Default) • Advising Bank • Reimbursing Bank • Any Bank Available only for 'UCP600'
(New) Available By	Optional	Drop Down	This field shows SBLC Available By	The drop-down list contains 2 options: 1. Payment 2. Negotiation Available only for 'UCP600'

7.2.3 Parties

This section displays all the details about the parties involved in the letter of credit.



Screen 7.2.3

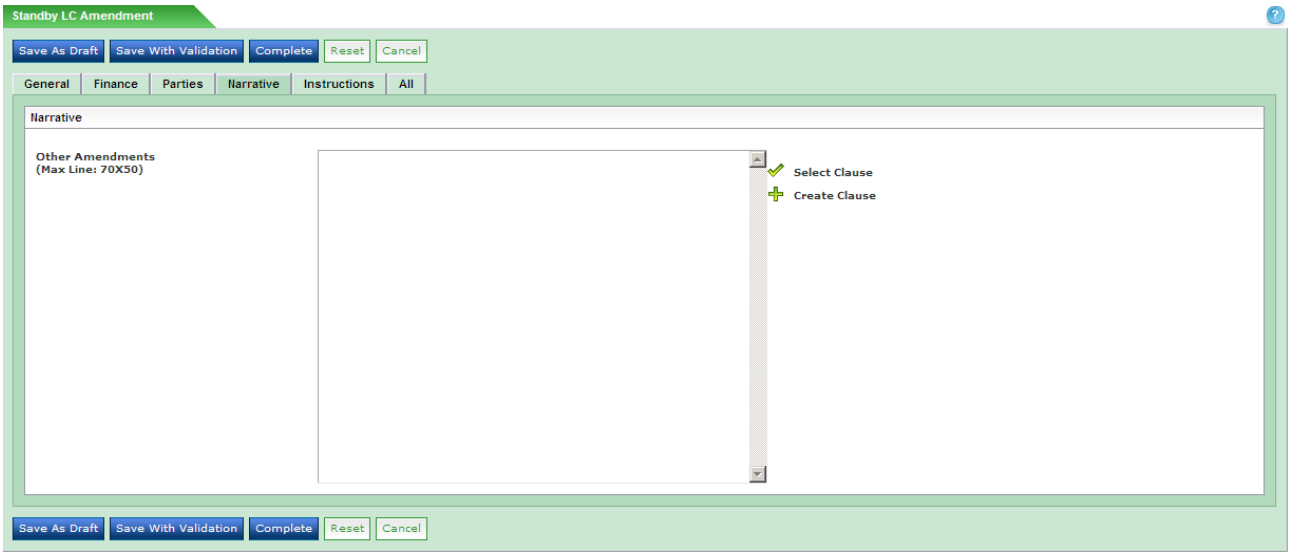
This section allows user to view the applicant, beneficiary and Advising Bank details attached with the LC application. User is not allowed to change anything in this tab.

The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Party Type	Required		This field refers to a Party Type (Applicant, Beneficiary, Advising Bank)	• Data will be inherited from the SBLC issuance or the last SBLC amendment. However, Beneficiary email address may be added in Party Type: Beneficiary.

7.2.4 Narrative

This section has field where free text can be input. The user can specify amendment requirements that are not captured in the previous fields.



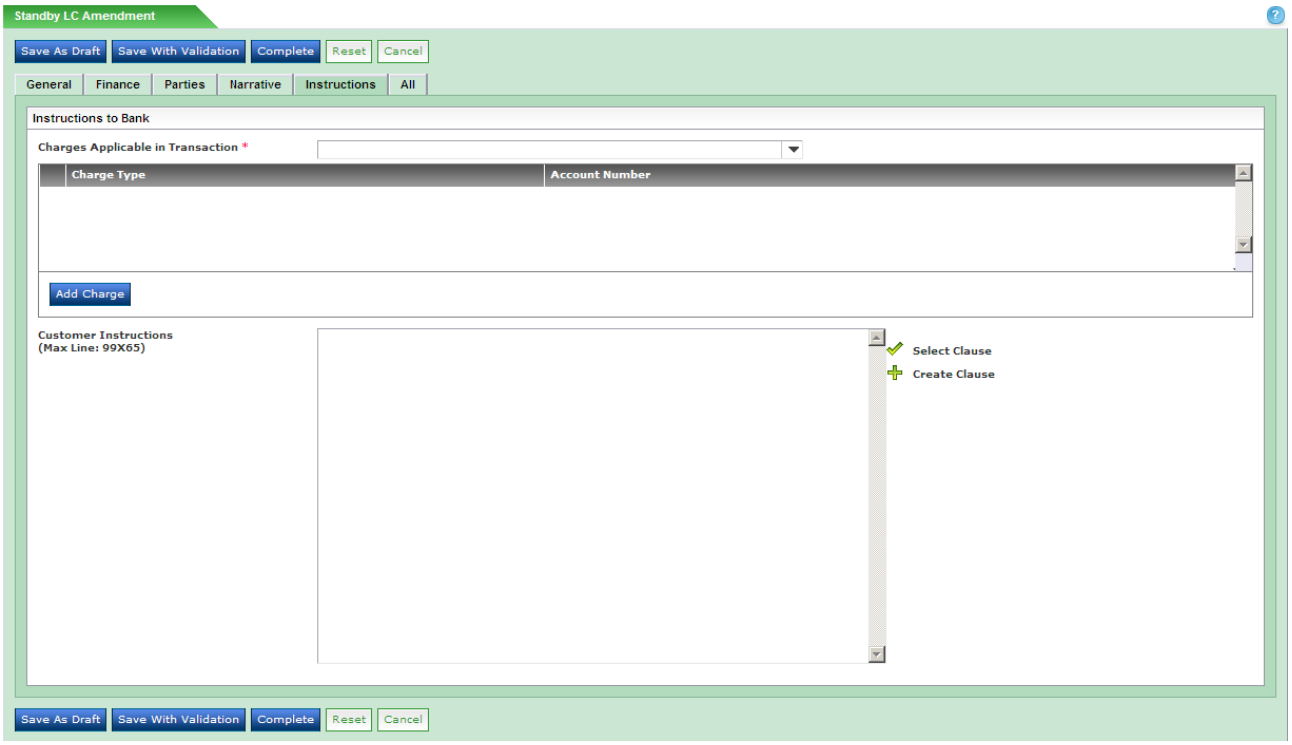
Screen 7.2.4

The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Narrative	Mandatory	Text box	Free format field	• Word wrap mechanism is in place

7.2.5 Instructions

In this section, the user may input details regarding who will bear the charges and any other instructions to the Bank.



Screen 7.2.5

The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Charge Applicable in Transaction	Mandatory	Drop Down	This field is used to indicate who will pay the charges	User can select value from drop down: • All banking charges are for account of beneficiary • All banking charges are for account of applicant • Others – Refer Customer Instructions
Charge Type	Optional	Drop Down	This indicates the charge type	The drop-down list contains these 4 options: • All Charges • Commission • Margin • Proceeds
Account Number	Optional	Text box	This indicates the Account Number	• User may select the account Number • The account numbers added in company profile should be displayed in the drop down • User can only select one account number for a charge type.
Customer Instructions	Optional	Text box	This field refers to additional notes or instructions from the customer to the bank.	

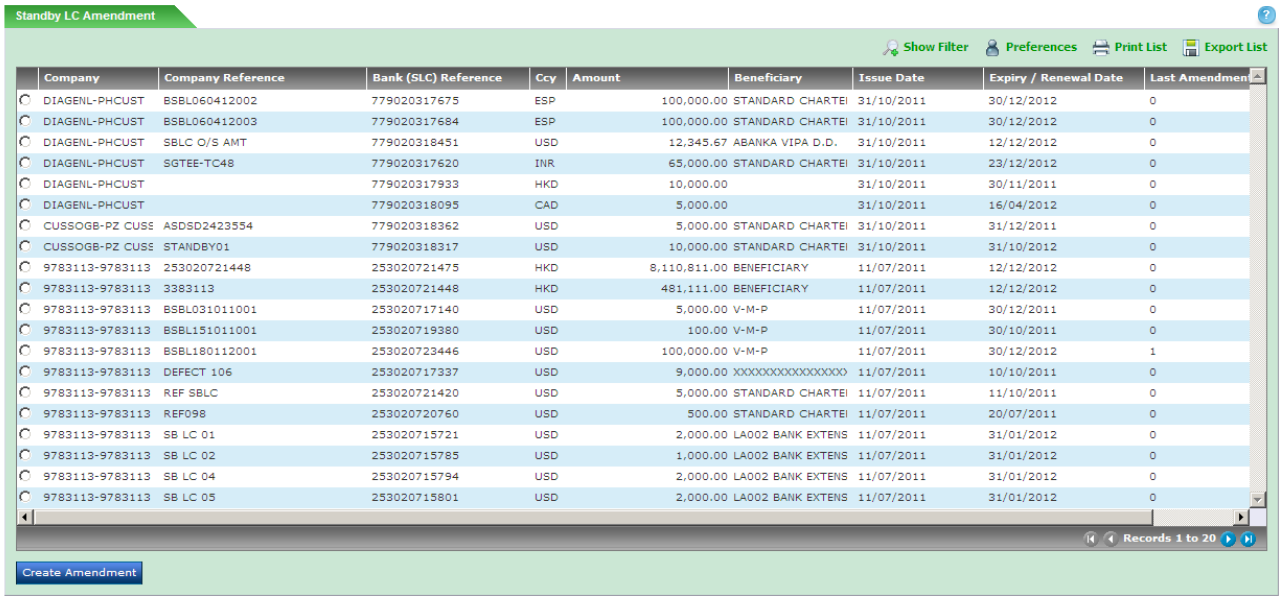
There are five buttons at the top and bottom of the LC amendment screen which are described below.

Button	Description
Save as Draft	This button helps the user to save the entered information as a draft which can be edited later and released once all the required fields are completely filled in.
Save with Validation	This button helps the user to save the LC with business validations. This can be used later to verify, complete and send it for authorization.
Complete	Clicking this button finishes the data entry process and moves the transaction to the Authoriser's queue. The system will not allow you to complete if you have not entered all the mandatory fields.
Reset	This button clears all the fields on the LC application and allows the user to start from the beginning.
Cancel	This button allows the user to come out from this application at any point of LC creation.

7.3 Standby LC Amendment Flow - UNSTRUCTURED

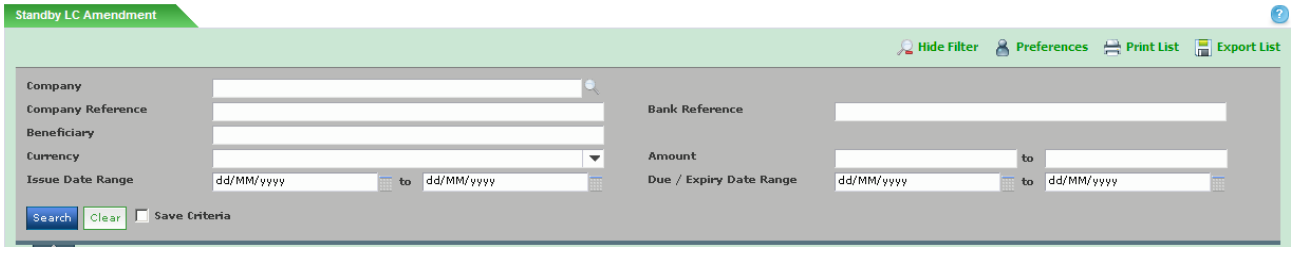
By clicking Standby LC Amendment tab under 'Available Instructions', the user will be taken to a screen (screen 7.3a) that displays a list of Standby Letter of Credit transactions.

By default, all the L/C that requires amendment will be displayed in the screen for user to select.

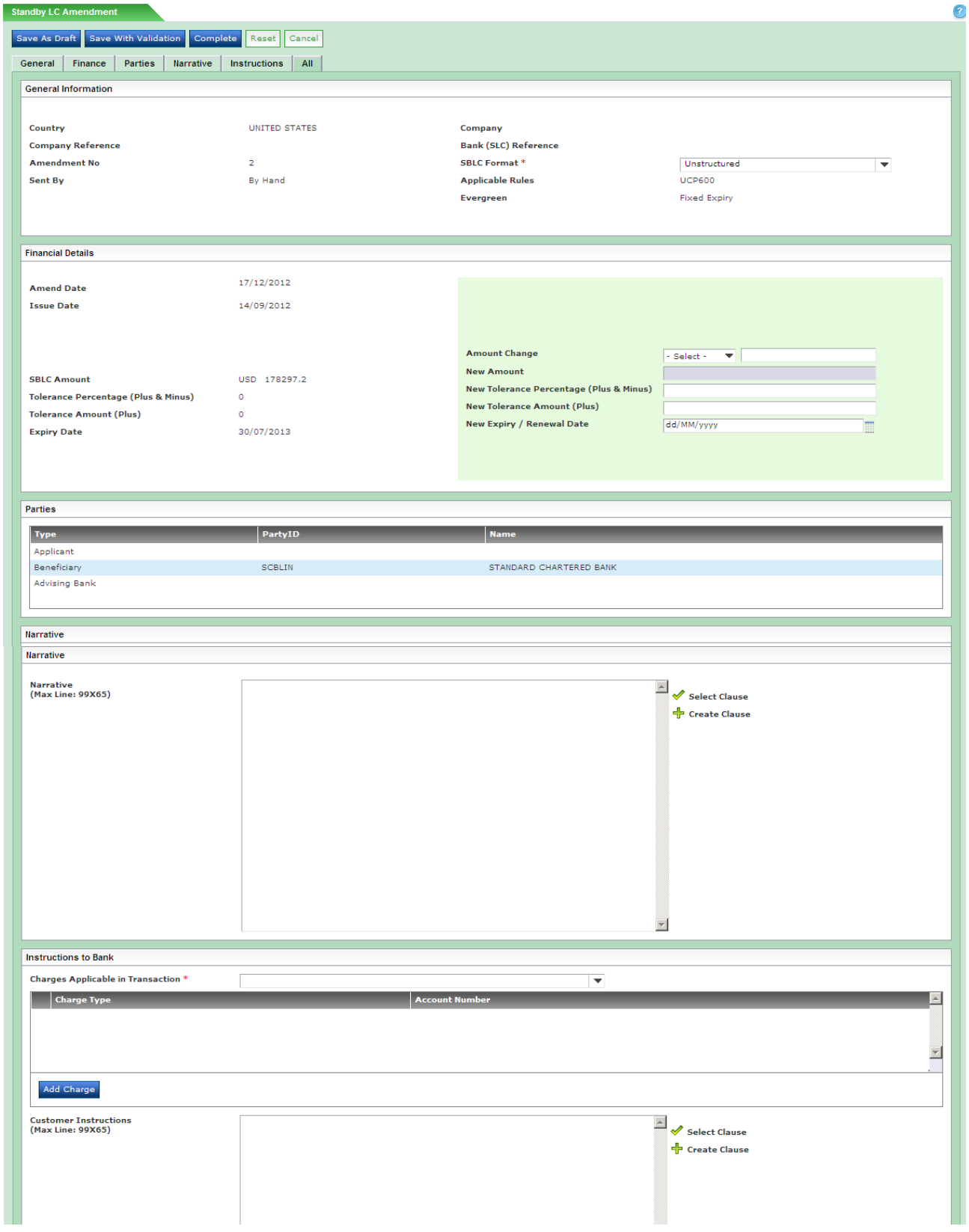


Screen 7.3a

The user can also search for the specific LC by clicking on the "Show Filter" link and entering any of these fields to search.



Once the filtered transactions are displayed the user can select the desired transaction and proceed to the online Standby LC Amendment form (screen 7.3b) by clicking on the "Create Amendment" button.


Standby LC Amendment
Save As Draft
Save With Validation
Complete
Reset
Cancel
General
Finance
Parties
Narrative
Instructions
All
General Information
Country
UNITED STATES
Company
Company Reference
Bank (SLC) Reference
Amendment No
2
SBLC Format *
Unstructured
Sent By
By Hand
Applicable Rules
UCP600
Evergreen
Fixed Expiry
Financial Details
Amend Date
17/12/2012
Issue Date
14/09/2012
Amount Change
- Select -
New Amount
New Tolerance Percentage (Plus & Minus)
New Tolerance Amount (Plus)
New Expiry / Renewal Date
dd/MM/yyyy
SBLC Amount
USD 178297.2
Tolerance Percentage (Plus & Minus)
0
Tolerance Amount (Plus)
0
Expiry Date
30/07/2013
Parties
Type
PartyID
Name
Applicant
Beneficiary
SCBLIN
STANDARD CHARTERED BANK
Advising Bank
Narrative
Narrative
Narrative
(Max Line: 99X65)
Select Clause
Create Clause
Instructions to Bank
Charges Applicable in Transaction *
Charge Type
Account Number
Add Charge
Customer Instructions
(Max Line: 99X65)
Select Clause
Create Clause

Remarks (for your internal use)
(Please note that this information will be available within company only)
Remarks
(Max Line: 4X65)
Terms and Conditions For Standby LC Amendment
The application is bound by the terms and conditions in the Standard Terms, General Trade Terms, and the Trade Service Supplement - SBLC Issuance / Amendment.The following provisions supplements the General Trade Terms and applies to any SBLC that We or Our Correspondent Bank issue on Your Instruction or otherwise on Your behalf. (a) You may in the Application Form select whether ISP98 or UCP will apply to the SBLC. If no selection is made, We reserve the right not to issue the SBLC. (b) We may arrange for the SBLC to be issued by any Correspondent Bank on such terms as We or such Corresponding Bank may decide. We may issue a counter-guarantee or counter-indemnity in favour of such Correspondent Bank.
Save As Draft
Save With Validation
Complete
Reset
Cancel

Screen 7.3b

The original Standby LC particulars are displayed in the various fields available under different tabs (screen 7.3b) such as General, Finance, Parties, Narrative and Instructions. Under each tab, fields are provided adjacent to the original data fields for entering the details that are to be amended. To fill all the details in a single flow click on the 'All' tab.

The required particulars that need to be amended are to be entered and other fields can be skipped.

7.3.1 General

Under this tab, screen is grouped under three different information requirements namely General Information, Remarks and Attached Documents. The user needs to fill in appropriate relevant fields. Fields marked in red asterisk * are mandatory. This tab will display the basic details of the Standby Letter of credit such as SBLC Format, Applicable Rules, etc. The details that need to be amended are to be input in the fields provided.

Standby LC Amendment
Save As Draft
Save With Validation
Complete
Reset
Cancel
General
Finance
Parties
Narrative
Instructions
All
General Information
Country
UNITED STATES
Company
Company Reference
Bank (SLC) Reference
Amendment No
2
SBLC Format *
Unstructured
Sent By
By Hand
Applicable Rules
UCP600
Evergreen
Fixed Expiry
Remarks (for your internal use)
(Please note that this information will be available within company only)
Remarks
(Max Line: 4X65)
Terms and Conditions For Standby LC Amendment
The application is bound by the terms and conditions in the Standard Terms, General Trade Terms, and the Trade Service Supplement - SBLC Issuance / Amendment.The following provisions supplements the General Trade Terms and applies to any SBLC that We or Our Correspondent Bank issue on Your Instruction or otherwise on Your behalf. (a) You may in the Application Form select whether ISP98 or UCP will apply to the SBLC. If no selection is made, We reserve the right not to issue the SBLC. (b) We may arrange for the SBLC to be issued by any Correspondent Bank on such terms as We or such Corresponding Bank may decide. We may issue a counter-guarantee or counter-indemnity in favour of such Correspondent Bank.
Save As Draft
Save With Validation
Complete
Reset
Cancel

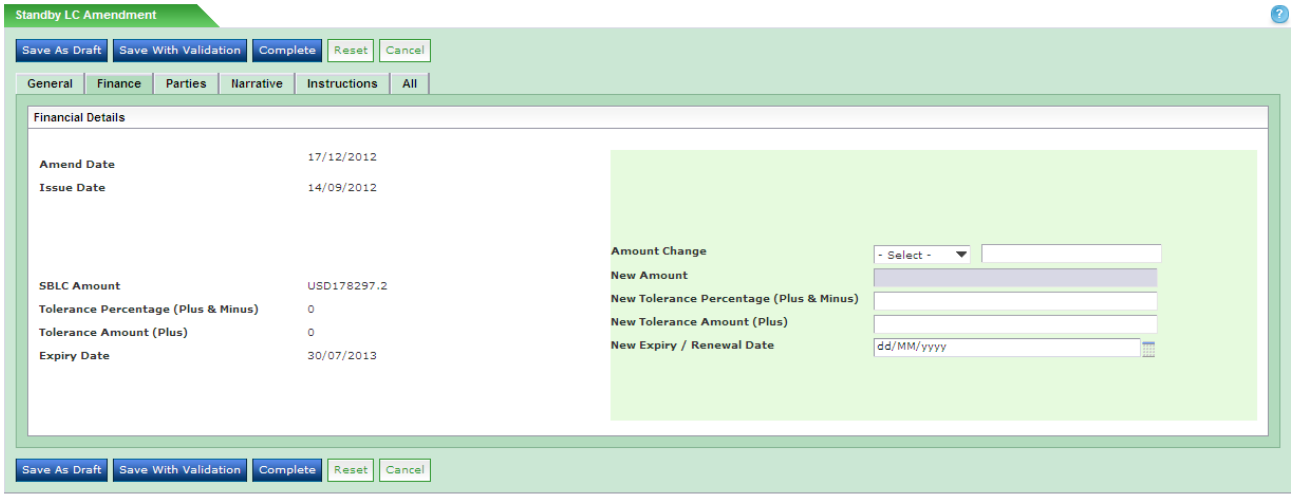
Screen 7.3.1

The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Country	Required	Display field	This field displays the Customer's Country	Read Only
Company	Required	Display field	This field will display the Customer name	Read Only
Company Ref	Required	Display field	Customer's reference number	Unique reference number by product by customer and for display only at the SBLC amendment Data will be inherited from the SBLC issuance or the last SBLC amendment
Amendment no.	Required	Display field	Subsequent no. assigned to new amendment	
Bank (SLC) Ref	Required	Display field	This field shows the SBLC Number of the Bank.	Data will be inherited from the SBLC issuance or the last SBLC amendment
SBLC Format	Mandatory	Drop Down	Describes the message format to be sent	Values are "Structured" & "Unstructured"
Sent By	Required	Display field	Dispatch mode of the SBLC by customer.	Data will be inherited from the SBLC issuance or the last SBLC amendment
Applicable Rules	Required	Display field	This field represents the applicable rules for the transaction	• Data will be inherited from the SBLC issuance or the last SBLC amendment.
Evergreen	Required	Display field	This field denote whether the guarantee is evergreen or with fixed expiry.	Data will be inherited from the SBLC issuance or the last SBLC amendment.
Remarks	Optional	Text Box	This field will be used by customer for internal use purpose to pass any message to colleagues	System will send this field data in email notification to company Authoriser (if email notification setup is activated). System will not send this information to Bank Remarks data will be included in PDF printout.
Doc Type	Optional	Dropdown + Free Text Field	This field will show the drop down with most frequently used document types. User may also key-in the document type in this field.	Following is the list of most frequently documents used: • Bill of Lading • Airway Bill • Cargo Receipt • Forward Cargo Receipt • Non Negotiable B/L • Commercial Invoice • Customs Invoice • Packing List • Inspection Certificate • Beneficiary Certificate • Insurance Certificate • Postal Receipt
File Name		Text box	The filename of the attached document	
File Size		Display field	This will show size of the file	
Terms and Conditions		Display field	Displays the Bank clauses which customer cannot change.	

7.3.2 Finance

This section will display the basic financial details of the LC such as Amount, Tolerance, etc. and appropriate fields are available for inputting the new data on the right hand side of this screen. The information on the left hand side is display only fields with the original LC data.



Screen 7.3.2

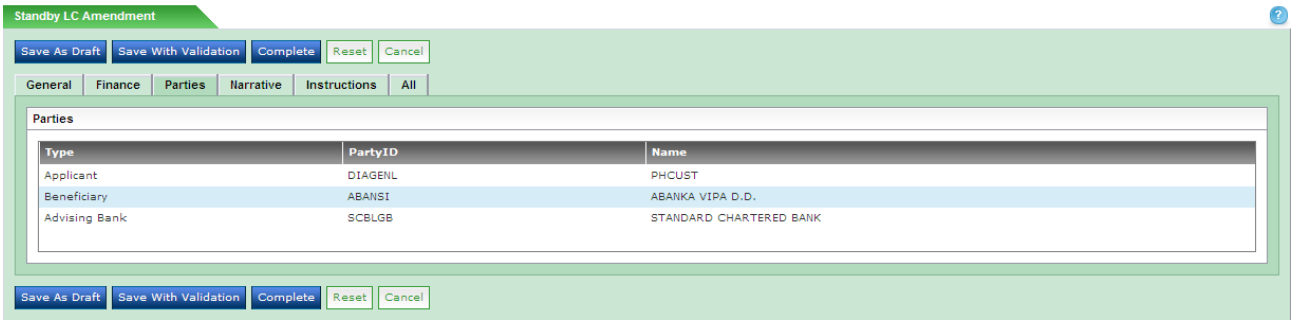
The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Amend Date	Required	Display field	This shows the amendment date	
Issue Date	Required	Display field	This is SBLC Issue Date	• Data will be inherited from the SBLC issuance
SBLC Amount	Required	Display field	This includes 2 input fields: Currency and Amount of the SBLC.	• Data will be inherited from the SBLC issuance or the last SBLC amendment
Tolerance Percentage (Plus & Minus)	Required	Text field	This field provides the existing tolerance percentage for SBLC	• Data will be inherited from the SBLC issuance or the last SBLC amendment
Tolerance Amount (Plus)	Required	Text field	This field provides the existing tolerance amount for SBLC	• Data will be inherited from the SBLC issuance or the last SBLC amendment
Expiry Date	Required	Display field	This refers to the date when the SBLC expires.	• Data will be inherited from the SBLC issuance or the last SBLC amendment
Amount change	Optional	Drop down Amount: Text Field	This refers to new SBLC amount. This includes 2 input fields: 'Increase by or Decrease by' and Amount of the SBLC.	• User needs to key-in here the difference of the New SBLC amount. • If the amount is increased, user needs to select the 'Increase by' option • If the amount is reduced, user needs to select the 'Decrease by' option
New Amount	Required	Display Field	This refers to final SBLC Amount for the current step	• The value will be calculated by the system and displayed here. • The system should check whether the value is made zero if the amount is decreased. • If the New Amount is becoming zero, then system should alert user saying that 'SBLC Amount Cannot be zero'. • If the SBLC amount doesn't change, the old SBLC amount must be sent to BO during interface

(New) Tolerance Percentage (Plus & Minus)	Optional	Text field	This field provides the new tolerance percentage for SBLC	• This field will provide the new tolerance percentage value for SLC. • All the validations applicable for SLC issuance would be applied for this field as well. • Either this field or tolerance amount field should be entered.
(New) Tolerance Amount (Plus)	Optional	Text field	This field provides the new tolerance amount for SBLC	• This field will provide the new tolerance amount value for SLC. • All the validations applicable for SLC issuance would be applied for this field as well. • Either this field or tolerance percentage should be entered.
(New) Expiry / Renewal Date	Optional	Calendar Popup	This field refers to the new expiry date of the SBLC.	• The system checks that this is later than the SBLC issuance date. • If user doesn't enter any value in this field, the expiry date from previous step would be considered. • All Validations as per SBLC issuance is applicable • If the expiry date doesn't change, the previous expiry date from issuance or last amendment must be sent to BO

7.3.3 Parties

This section displays all the details about the parties involved in the letter of credit.



Screen 7.3.3

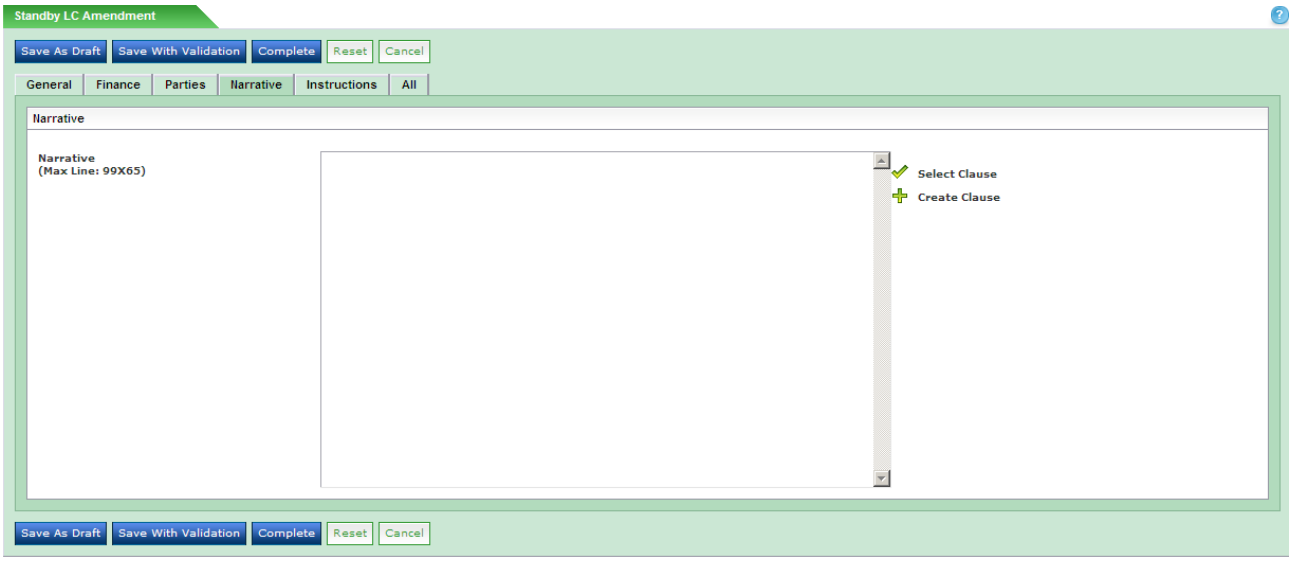
This section allows user to view the applicant, beneficiary and Advising Bank details attached with the LC application. User is not allowed to change anything in this tab.

The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Party Type	Required		This field refers to a Party Type (Applicant, Beneficiary, Advising Bank)	• Data will be inherited from the SBLC issuance or the last SBLC amendment. However, Beneficiary email address may be added in Party Type: Beneficiary.

7.3.4 Narrative

This section has field where free text can be input. The user can specify amendment requirements that are not captured in the previous fields.



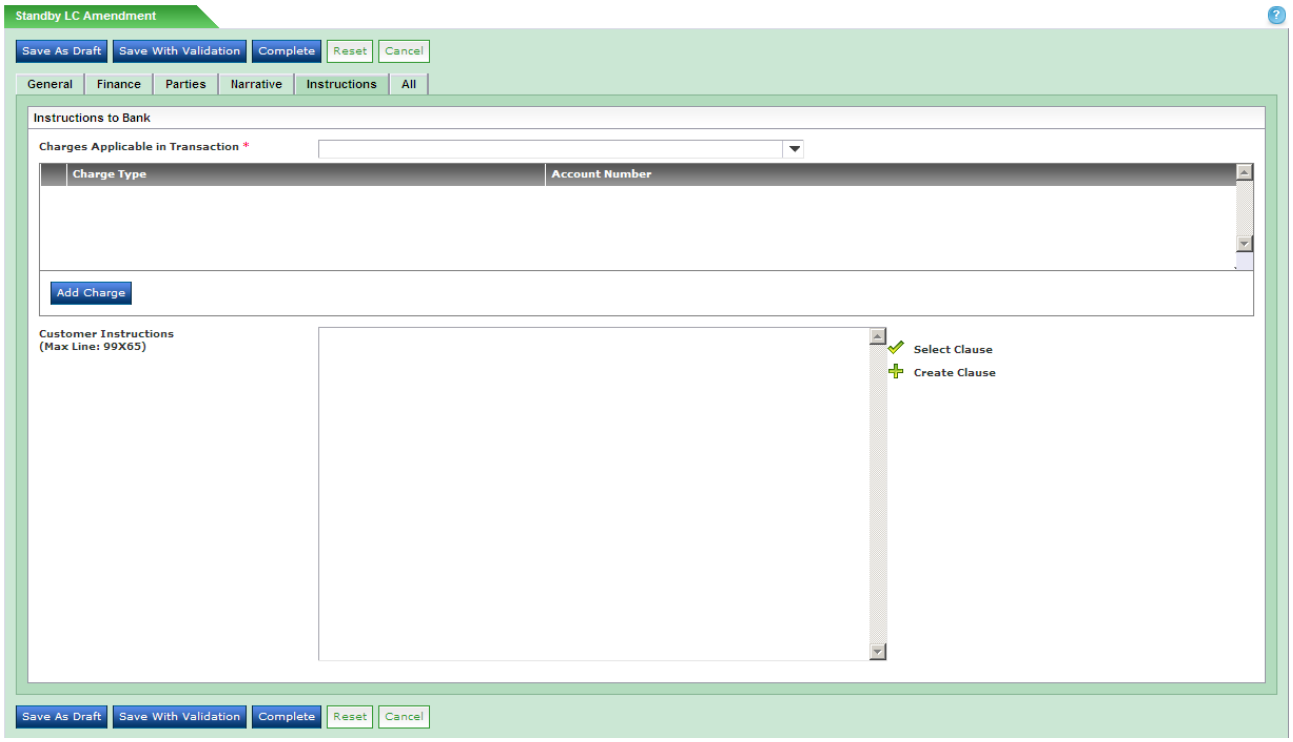
Screen 7.3.4

The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Narrative	Mandatory	Text box	Free format field	• Word wrap mechanism is in place

7.3.5 Instructions

In this section, the user may input details regarding who will bear the charges and any other instructions to the Bank.



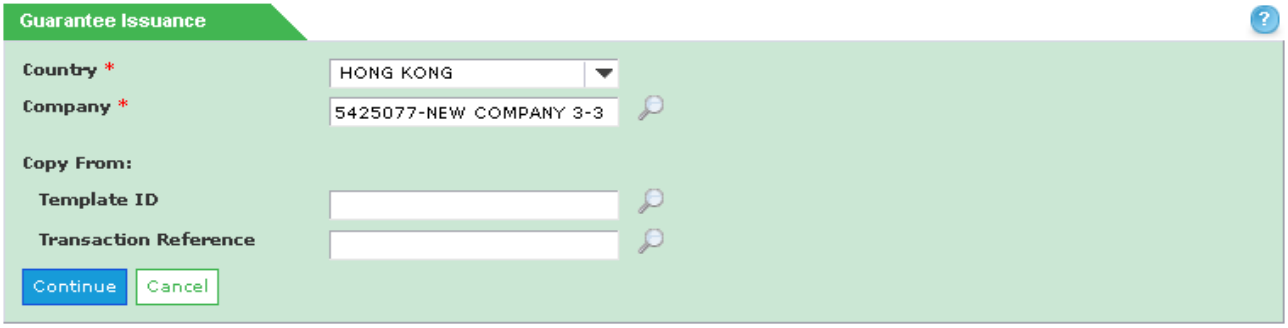
Screen 7.3.5

The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Charge Applicable in Transaction	Mandatory	Drop Down	This field is used to indicate who will pay the charges	User can select value from drop down: • All banking charges are for account of beneficiary • All banking charges are for account of applicant • Others – Refer Customer Instructions
Charge Type	Optional	Drop Down	This indicates the charge type	The drop-down list contains these 4 options: • All Charges • Commission • Margin • Proceeds
Account Number	Optional	Text box	This indicates the Account Number	• User may select the account Number • The account numbers added in company profile should be displayed in the drop down • User can only select one account number for a charge type.
Customer Instructions	Optional	Text box	This field refers to additional notes or instructions from the customer to the bank.	

8 Product - Guarantee Issuance

On clicking the Guarantee Issuance link present under 'Available Instructions' section on Trade Banking Home page, the user will be taken to the Guarantee Issuance Initiation screen (screen 8.0)



Screen 8.0

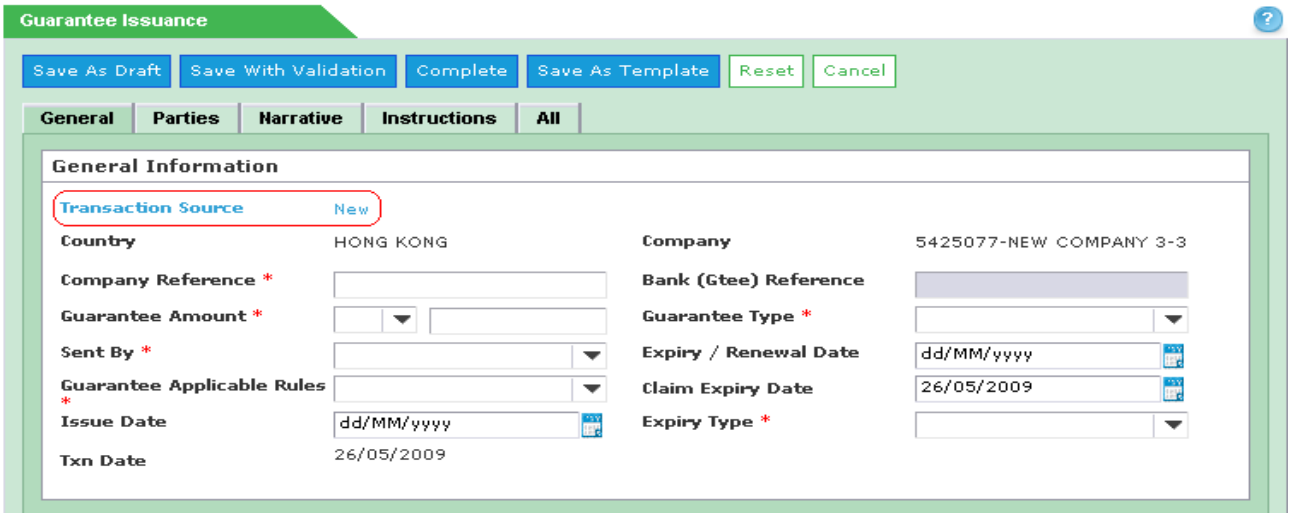
The user has to select the country, his Company ID OR Company Name from the dropdown and then choose any of the four options provided below to create the Guarantee application.

Options to create Guarantee application	Description
New Guarantee application	Select the Country and Company from the list. Click on continue button to create a new Guarantee transaction from a blank form.
From Template	Select the template from Template ID list box by clicking on the magnifying glass icon besides it. After selecting the template, click on the Continue button to use the template data in the Guarantee application.
Copy from Transaction	Select any existing successful transaction from Transaction Reference list box by clicking on the icon besides it. This option will allow the user to create Guarantee application from existing transaction. After selecting the transaction, click on the Continue button to proceed with the application.
Cancel button	Click on this button to cancel this process and return back to the Trade Banking home page

8.1 Create Guarantee Application in 3 Steps

8.1.1 New Guarantee Application

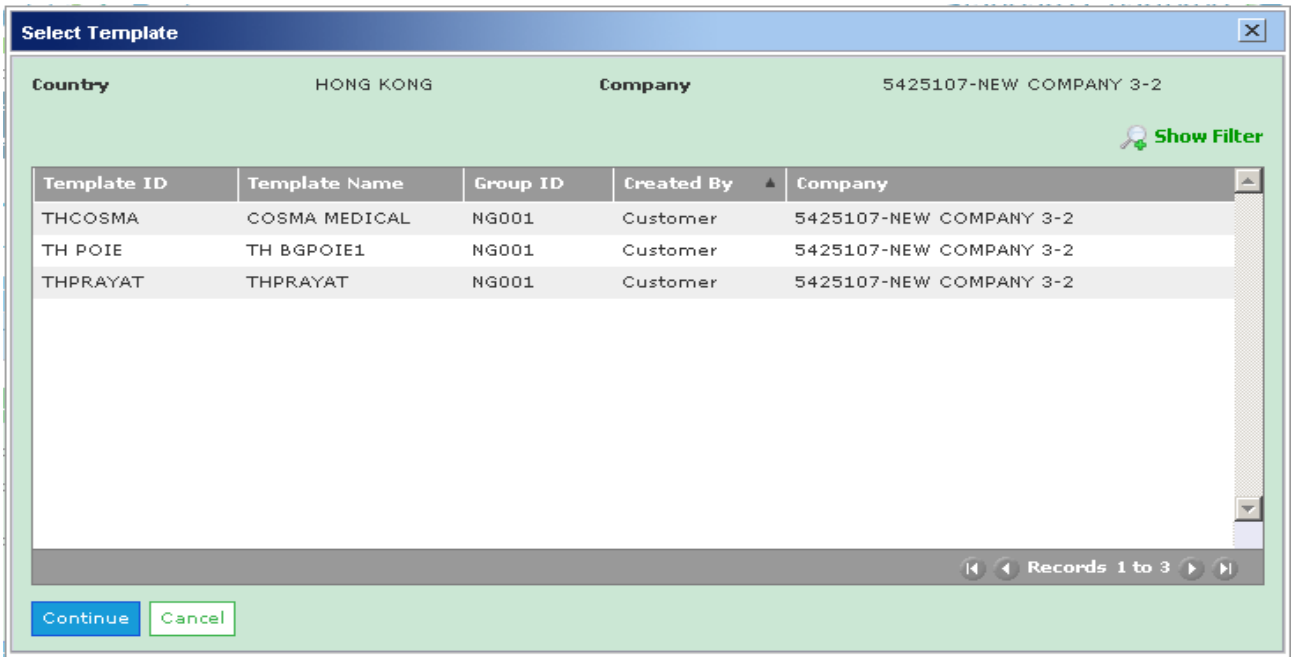
When the user chooses to create Guarantee transaction from a fresh and blank application form, a new transaction form is opened with no preset values, to input the transaction details. The source of the transaction is displayed as 'New' as shown in screen 8.1.1



Screen 8.1.1

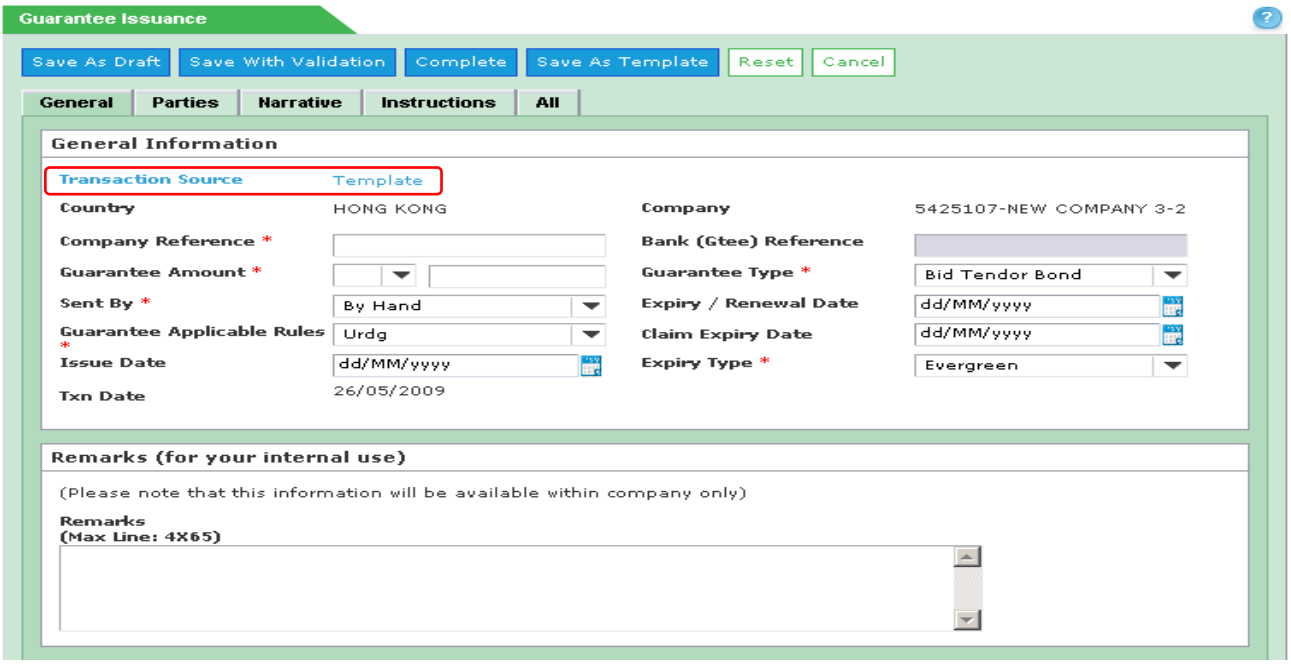
8.1.2 Create Guarantee from Template

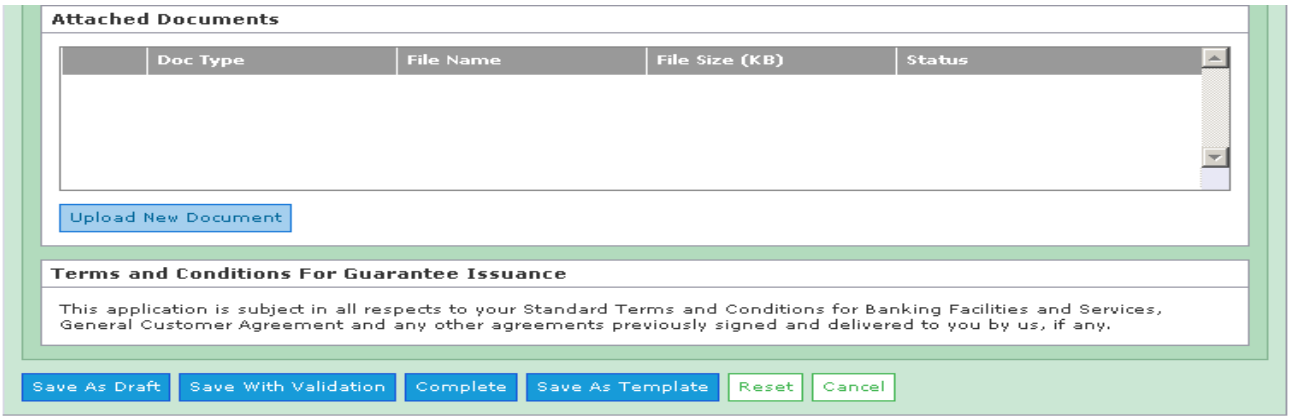
When the user clicks on the icon besides Template ID field, a list of templates created for the Guarantee application will be displayed as shown in screen 8.1.2a. User can also use the show filter link to search a specific template from which they want to copy the details to a new transaction. Select a template from the list and click Continue, which then takes the user to the Guarantee transaction form. The transaction form will populate all the details from the selected template, thus reducing the input time.



Screen 8.1.2a

On clicking ‘Continue’ the user will be taken to the Guarantee Application Screen as shown in screen 8.1.2b. The Guarantee details are captured in the various fields available under different tabs such as General, Parties, Narrative, and Instructions etc. To fill all the details in a single flow click on the 'All' tab. The source of the data is marked as “Template” in the Transaction Source field.

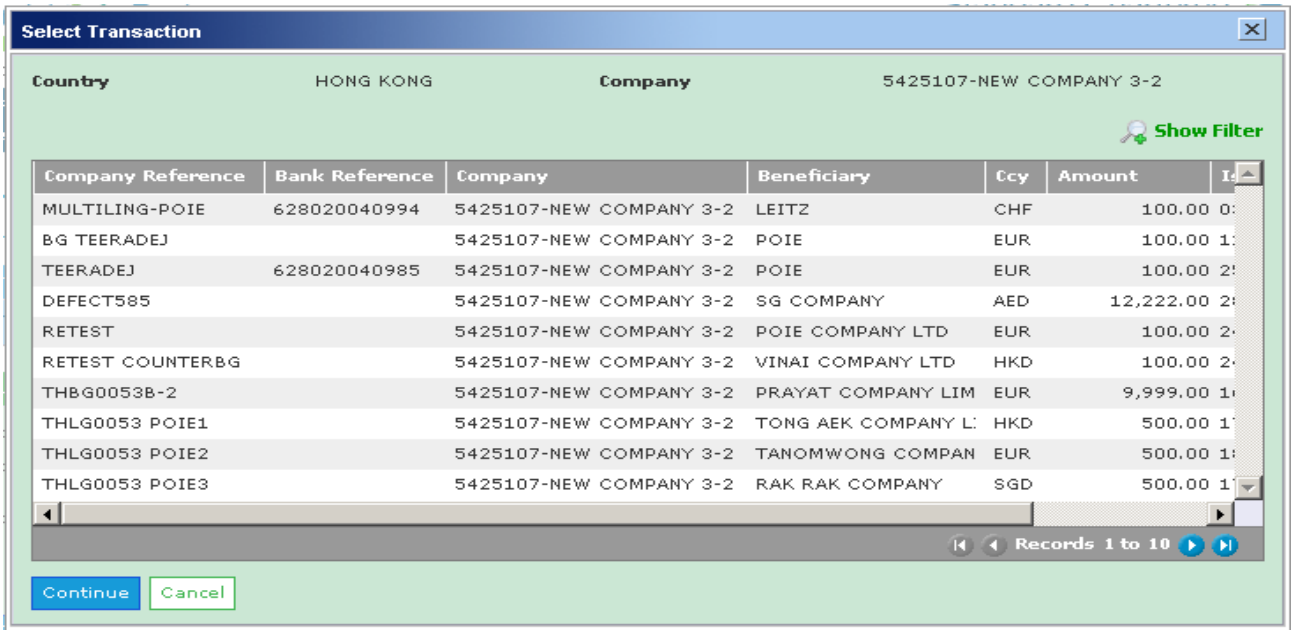



Attached Documents
Doc Type
File Name
File Size (KB)
Status
Upload New Document
Terms and Conditions For Guarantee Issuance
This application is subject in all respects to your Standard Terms and Conditions for Banking Facilities and Services, General Customer Agreement and any other agreements previously signed and delivered to you by us, if any.
Save As Draft
Save With Validation
Complete
Save As Template
Reset
Cancel

Screen 8.1.2b

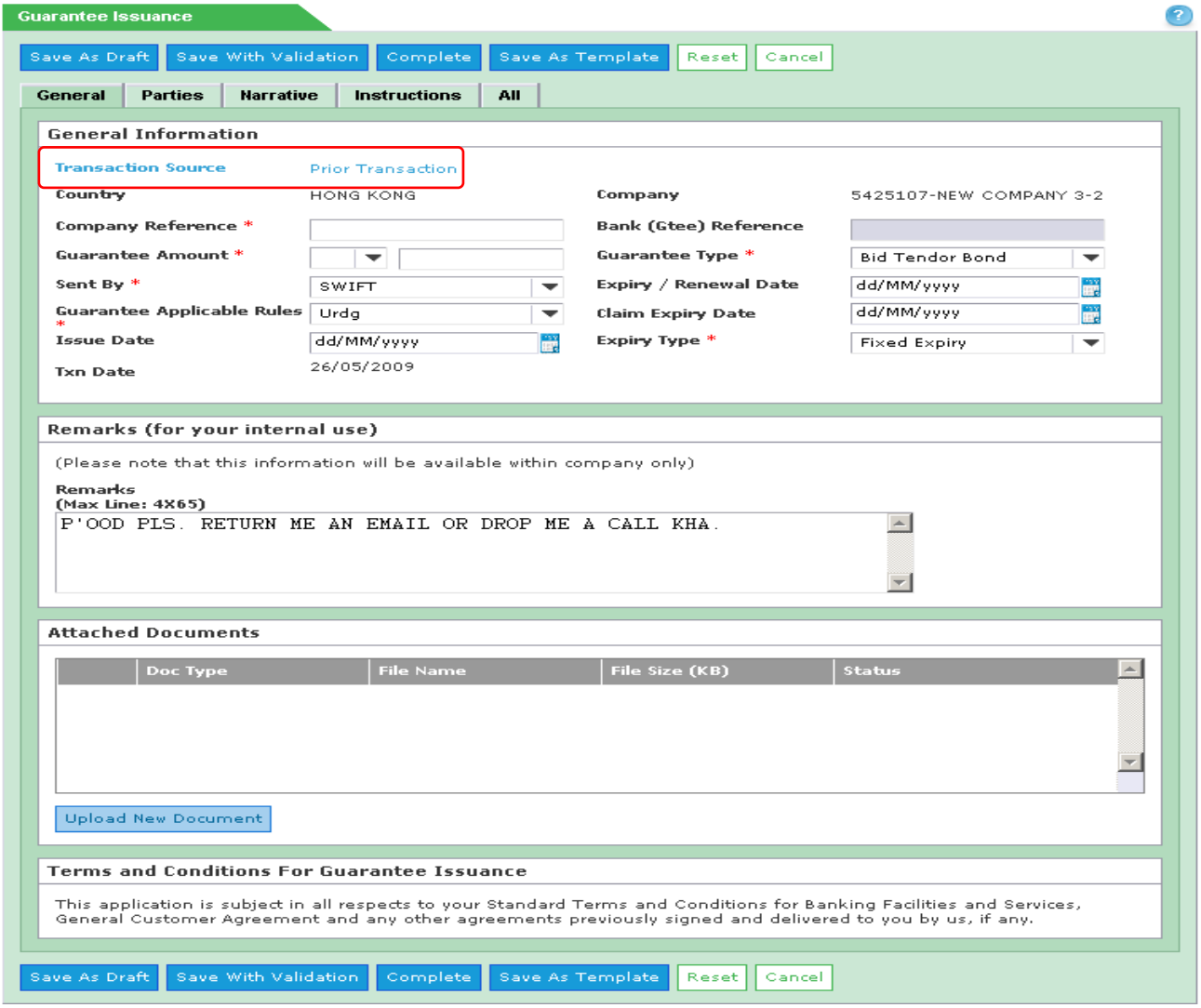
8.1.3 Create Guarantee from Transaction

When the user clicks on the icon besides Transaction Reference field, a list of existing transaction created for Guarantee transactions will be displayed as shown in screen 8.1.3a. User can also use the show filter link to search a specific transaction from which they want to copy the details to a new transaction. Select a transaction from the list and click Continue, which then takes the user to the Guarantee application screen. The transaction form will populate all the details from the selected transaction, thus reducing the input time.


Select Transaction
Country
HONG KONG
Company
5425107-NEW COMPANY 3-2
Show Filter
Company Reference
Bank Reference
Company
Beneficiary
Ccy
Amount
MULTILING-POIE 628020040994 5425107-NEW COMPANY 3-2 LEITZ CHF 100.00
BG TEERADEJ 5425107-NEW COMPANY 3-2 POIE EUR 100.00
TEERADEJ 628020040985 5425107-NEW COMPANY 3-2 POIE EUR 100.00
DEFECT585 5425107-NEW COMPANY 3-2 SG COMPANY AED 12,222.00
RETEST 5425107-NEW COMPANY 3-2 POIE COMPANY LTD EUR 100.00
RETEST COUNTERBG 5425107-NEW COMPANY 3-2 VINAI COMPANY LTD HKD 100.00
THBG0053B-2 5425107-NEW COMPANY 3-2 PRAYAT COMPANY LIM EUR 9,999.00
THLG0053 POIE1 5425107-NEW COMPANY 3-2 TONG AEK COMPANY L HKD 500.00
THLG0053 POIE2 5425107-NEW COMPANY 3-2 TANOMWONG COMPAN EUR 500.00
THLG0053 POIE3 5425107-NEW COMPANY 3-2 RAK RAK COMPANY SGD 500.00
Records 1 to 10
Continue
Cancel

Screen 8.1.3a

On clicking ‘Continue’ the user will be taken to the Guarantee Application Screen as shown in screen 8.1.3b. The Guarantee particulars are captured in the various fields available under different tabs such as General, Parties, Narrative and Instructions. To fill all the details in a single flow click on the 'All' tab. The source of the data is marked as “Prior Transaction” in the Transaction Source field.



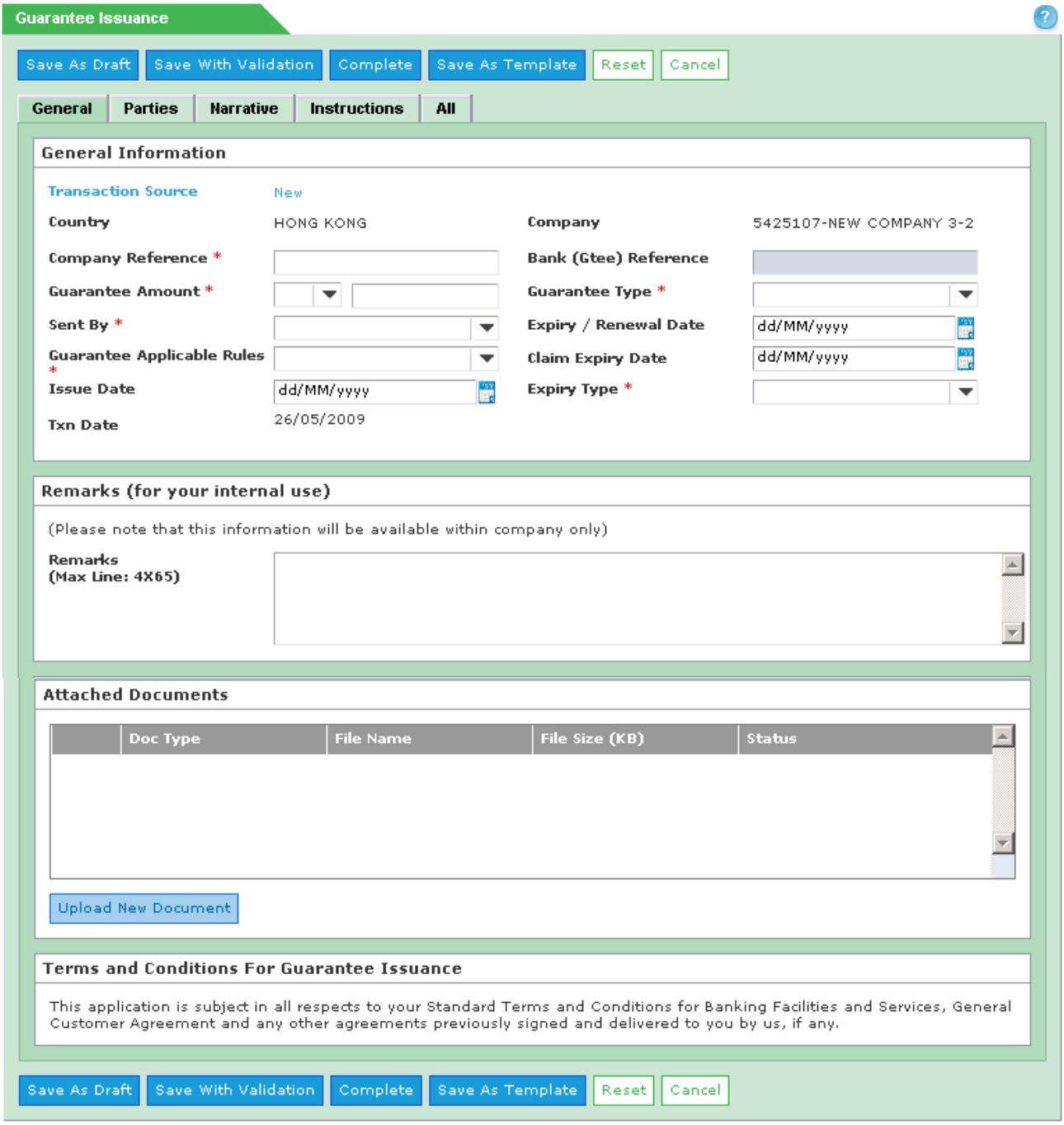
Screen 8.1.3b

8.2 Guarantee Application Flow

The various tabs are described below in the order of their appearance.

8.2.1 General

This section captures general information about the guarantee that need to be issued. The user needs to fill in all relevant fields. Fields marked * are mandatory.



Screen 8.2.1

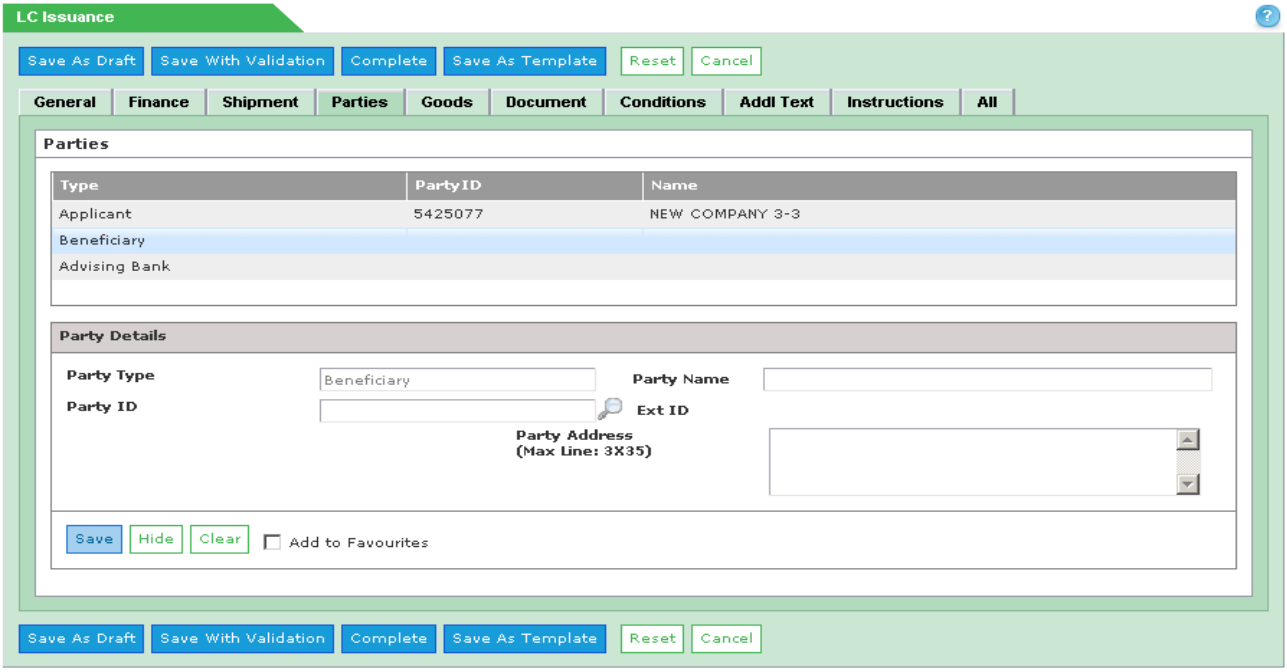
The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Company Reference	Mandatory	Alpha Numeric	Generic	Enter the unique reference number you wish to identify the Guarantee. for e.g. contract number, delivery order etc
Bank (Gtee) Reference			Customer specific	Guarantee Number is assigned by the Bank's back office system. You will only see this field after the application is submitted to the Bank for processing
Guarantee currency and Amount	Mandatory	Dropdown Numeric	Generic	Select the currency from the dropdown. Enter the amount.

Guarantee Type	Mandatory	Dropdown	Generic	Select from the dropdown. Options include the following types. Refer to **section 17.4** for detail explanation. • Advance Payment Bond • Banking Facilities Guarantee • Bid Tendor Bond • Goods/Service Guarantee • Others-Cgt(Fin) • Others-Cgt(Txn) • Performance Bond • Security Bond • Utility Guarantee
Guarantee Sent By	Mandatory	Dropdown	Generic	Delivery mode of Guarantee to beneficiary or Advising Bank, such as Airmail, Courier, Telex etc. Select from the dropdown list.
Expiry / Renewal Date	Mandatory	Numeric	Generic	Enter the expiry date of the guarantee. User can select the date by clicking on the date lookup icon also.
Guarantee Applicable Rules	Mandatory	Dropdown	Generic	Select from the dropdown the guidelines or rules under which the guarantee is issued.
Claim Expiry Date		Numeric	Generic	Enter the Date up to which claims can be submitted by the beneficiary of the guarantee. User can select the date by clicking on the date lookup icon also.
Issue Date		Numeric	Generic	Enter the Issue Date for the beneficiary of the guarantee. User can select the date by clicking on the date lookup icon also.
Expiry Type	Mandatory	Dropdown	Generic	The customer needs to specify whether the guarantee is for a fixed period or ever green [no expiry date]. If the value selected is FIXED EXPIRY then the Expiry date will require a mandatory input by the user.
Transaction Date		Display	Generic	This is the creation or system date of the Guarantee application. User cannot change this.
Remarks	Optional	Text area	Generic	User can input remarks in this field to notify the bank. Maximum input of 4 lines with 65 chars per line
Attached Documents	Optional	File attach	Customer specific	If required by the bank this will be enabled for the user to upload any text or supporting document with the Guarantee application

8.2.2 Parties

This section captures all the details about the parties involved in the Guarantee transaction.



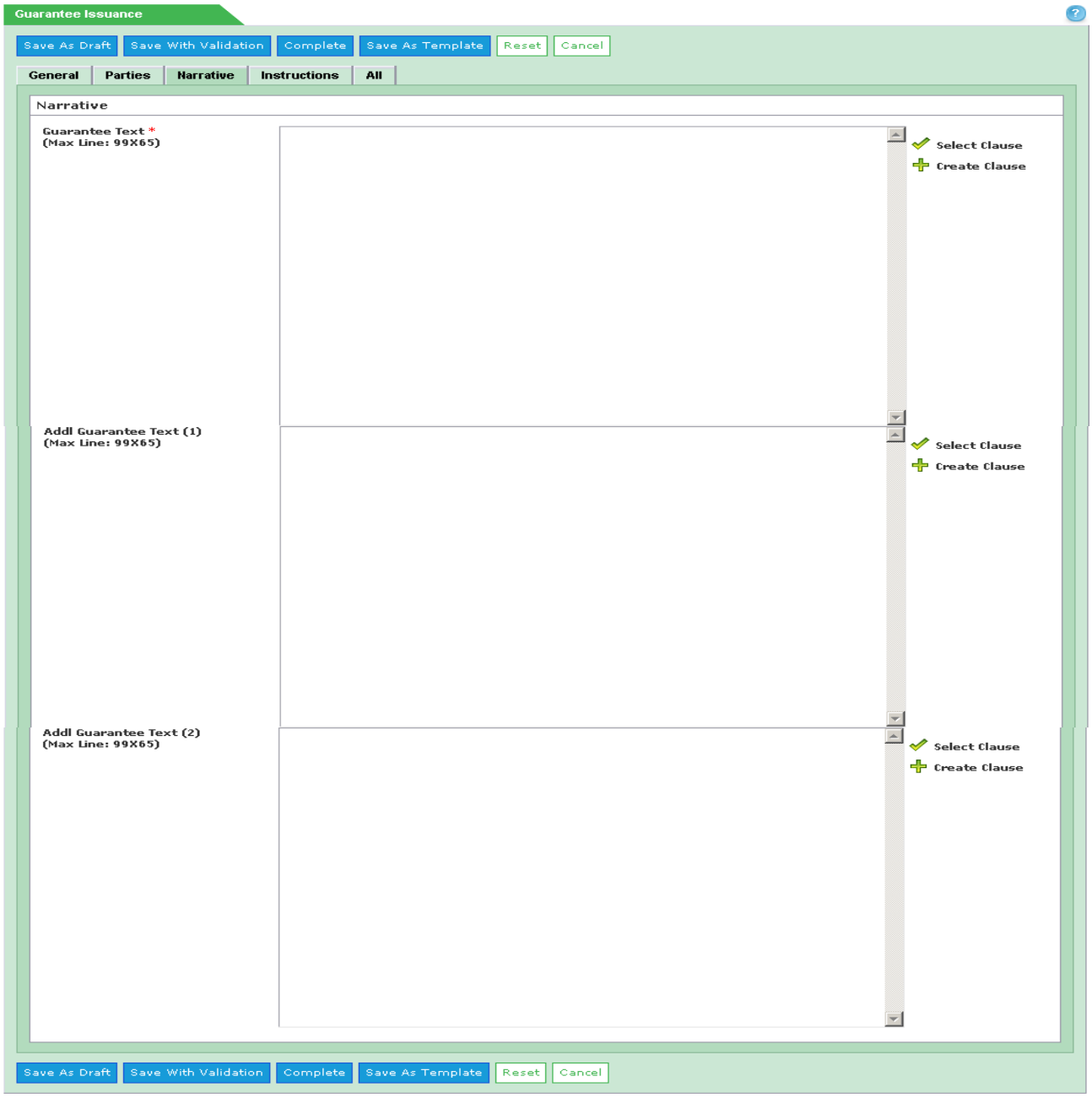
Screen 8.2.2

This section allows you to maintain the applicant, beneficiary and Advising Bank list. Click on any one of the category and system will expand the details to be maintained.
The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Party Type		Non Editable	Generic	This is a non-editable field. It is the type of the party you want to create for e.g. Applicant, Beneficiary or Advising Bank
Party Name	Mandatory	Text area	Generic	Enter the name of the Party
Party ID	Mandatory	Look up Icon		Select the party from the new window that displays a list of applicant or beneficiary or advising bank IDs. You can also type the first few characters of the Party ID and click on lookup to get a shortlist of IDs that match your criteria.
Party Address	Mandatory	Text area		The address will automatically get updated once you have selected either the ID or the Name.
Add to Favorites		Check box	Generic	This enables you to select this company from the favorites at the next instance of issuance request input.

8.2.3 Narrative

In this section the user will provide the entire text of the guarantee. Additional fields are provided to accommodate longer guarantee texts.



Screen 8.2.3

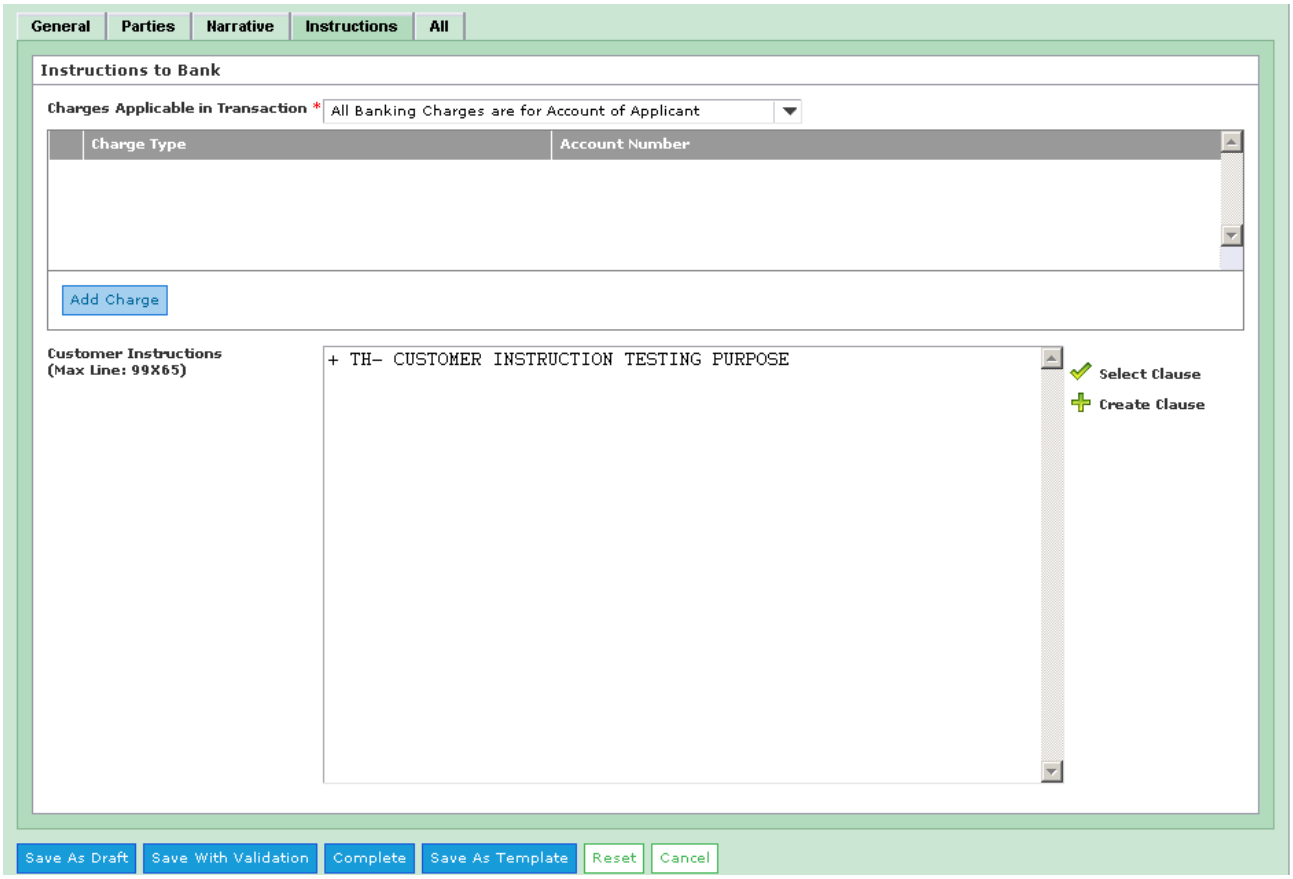
The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Guarantee Text	Mandatory	Text area	Generic	Enter details of stipulations or conditions of the Guarantee. User can also select the pre-defined text from Clause library by clicking on the “Select Clause’ link besides it.

Additional Guarantee Text 1		Text area	Generic	Enter any additional text which could not be accommodated in the previous field due to lack of space. User can also select the pre-defined text from Clause library by clicking on the "Select Clause' link besides it.
Additional Guarantee Text 2		Text area	Generic	Enter any additional text which could not be accommodated in the previous field due to lack of space. User can also select the pre-defined text from Clause library by clicking on the "Select Clause' link besides it.

8.2.4 Instructions

In this section, the user has to input details regarding who will bear the charges and any other instructions, customer would like to give to the bank.



Screen 8.2.4

The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Charges Applicable	Mandatory	Dropdown	Generic	Please indicate the party who will bear the charges by selecting from the dropdown or any specific instructions. For e.g. • All charges by Applicant • All charges by Beneficiary • Other – Refer to customer instructions
Charge Type	Conditional	Dropdown	Generic	Select from the dropdown

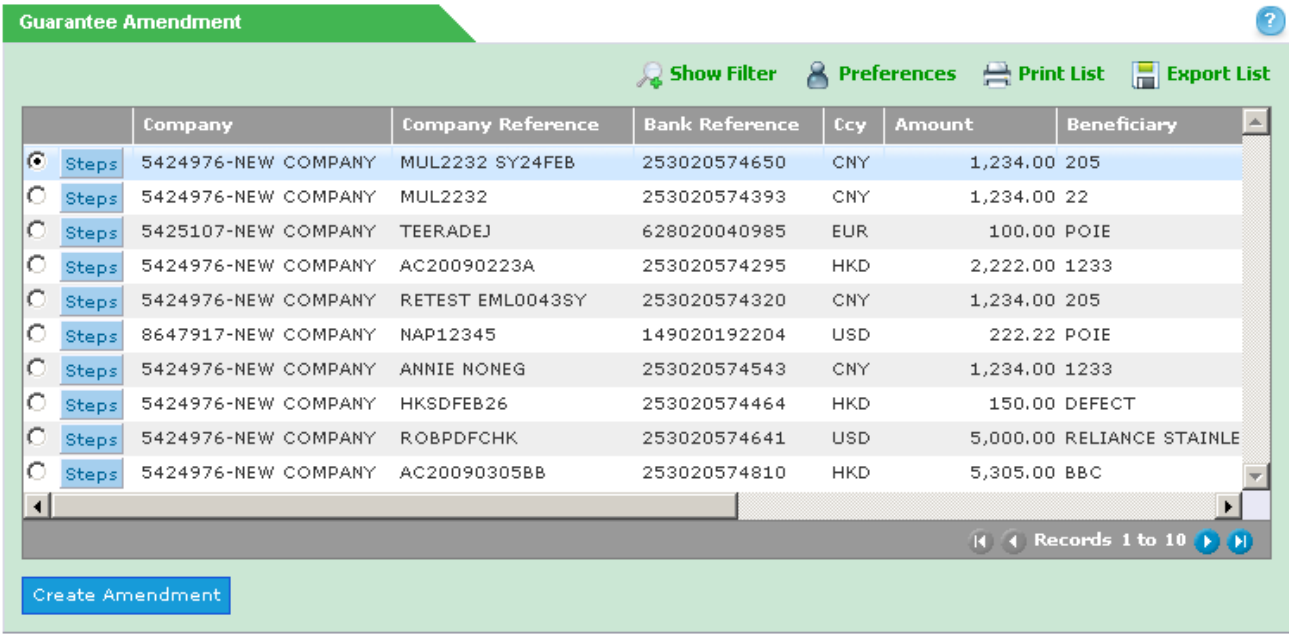
Account Number	Conditional	Dropdown	Generic	Instruct and authorise the Bank to debit any charges, commission etc to your accounts. A list of all your accounts as recorded in the Trade Services is available for selection. Select from the dropdown any of your account numbers that you wish to get debited for the fee item selected. This field is mandatory only if the value selected in Charges flag is 'All charges are for the account of Applicant'. If 'All charges' selected in banking charge only one account field will be enabled.
Customer Instructions	Mandatory	Text area	Generic	Enter any specific instructions not forming part of the Guarantee application that you want the Bank to take note of. User can also select the pre-defined text from Clause library by clicking on the "Select Clause' link besides it.

There are six action buttons present at the top and bottom of the Guarantee application screen which are described below.

Button	Description
Save as Draft	This button helps the user to save the entered information as a draft which can be edited later and released once all the required fields are completely filled in.
Save with Validation	This button helps the user to save the Guarantee with business validations. This can be used later to verify, complete and send it for authorization.
Complete	Clicking this button finishes the data entry process and moves the transaction to the Authoriser's queue. The system will not allow you to complete if you have not entered all the mandatory fields.
Save as Template	This button helps the user to save the information entered as a template which can be accessed and used later whenever a new Guarantee needs to be issued. On saving as template system will remove the documents uploaded to the transaction form.
Reset	This button clears all the fields on the Guarantee application and allows the user to start from the beginning.
Cancel	This button allows the user to come out from this application at any point of Guarantee creation

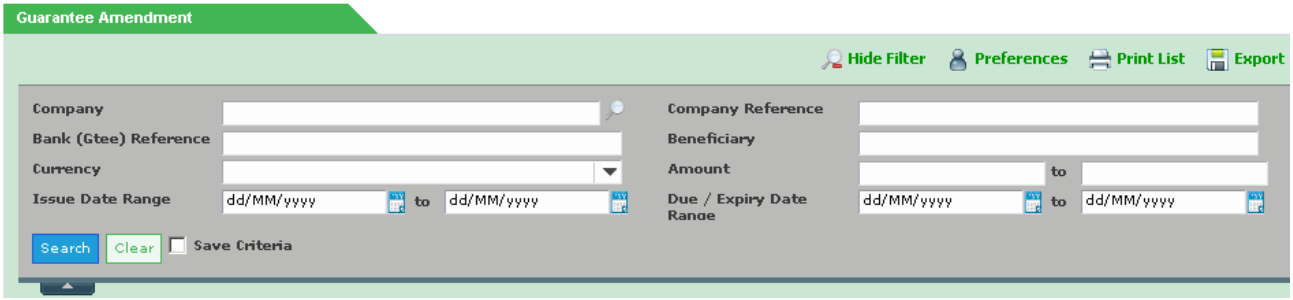
9 Product - Guarantee Amendment

On clicking the Guarantee Amendment link under Available Instructions, the user will be taken to the Guarantee Amendment Initiation screen (screen 9.0)


Guarantee Amendment
Show Filter
Preferences
Print List
Export List
Company
Company Reference
Bank Reference
Ccy
Amount
Beneficiary
Steps 5424976-NEW COMPANY MUL2232 SY24FEB 253020574650 CNY 1,234.00 205
Steps 5424976-NEW COMPANY MUL2232 253020574393 CNY 1,234.00 22
Steps 5425107-NEW COMPANY TEERADEJ 628020040985 EUR 100.00 POIE
Steps 5424976-NEW COMPANY AC20090223A 253020574295 HKD 2,222.00 1233
Steps 5424976-NEW COMPANY RETEST EML0043SY 253020574320 CNY 1,234.00 205
Steps 8647917-NEW COMPANY NAP12345 149020192204 USD 222.22 POIE
Steps 5424976-NEW COMPANY ANNIE NONEG 253020574543 CNY 1,234.00 1233
Steps 5424976-NEW COMPANY HKSDFEB26 253020574464 HKD 150.00 DEFECT
Steps 5424976-NEW COMPANY ROBPDFCHK 253020574641 USD 5,000.00 RELIANCE STAINLE
Steps 5424976-NEW COMPANY AC20090305BB 253020574810 HKD 5,305.00 BBC
Records 1 to 10
Create Amendment

Screen 9.0

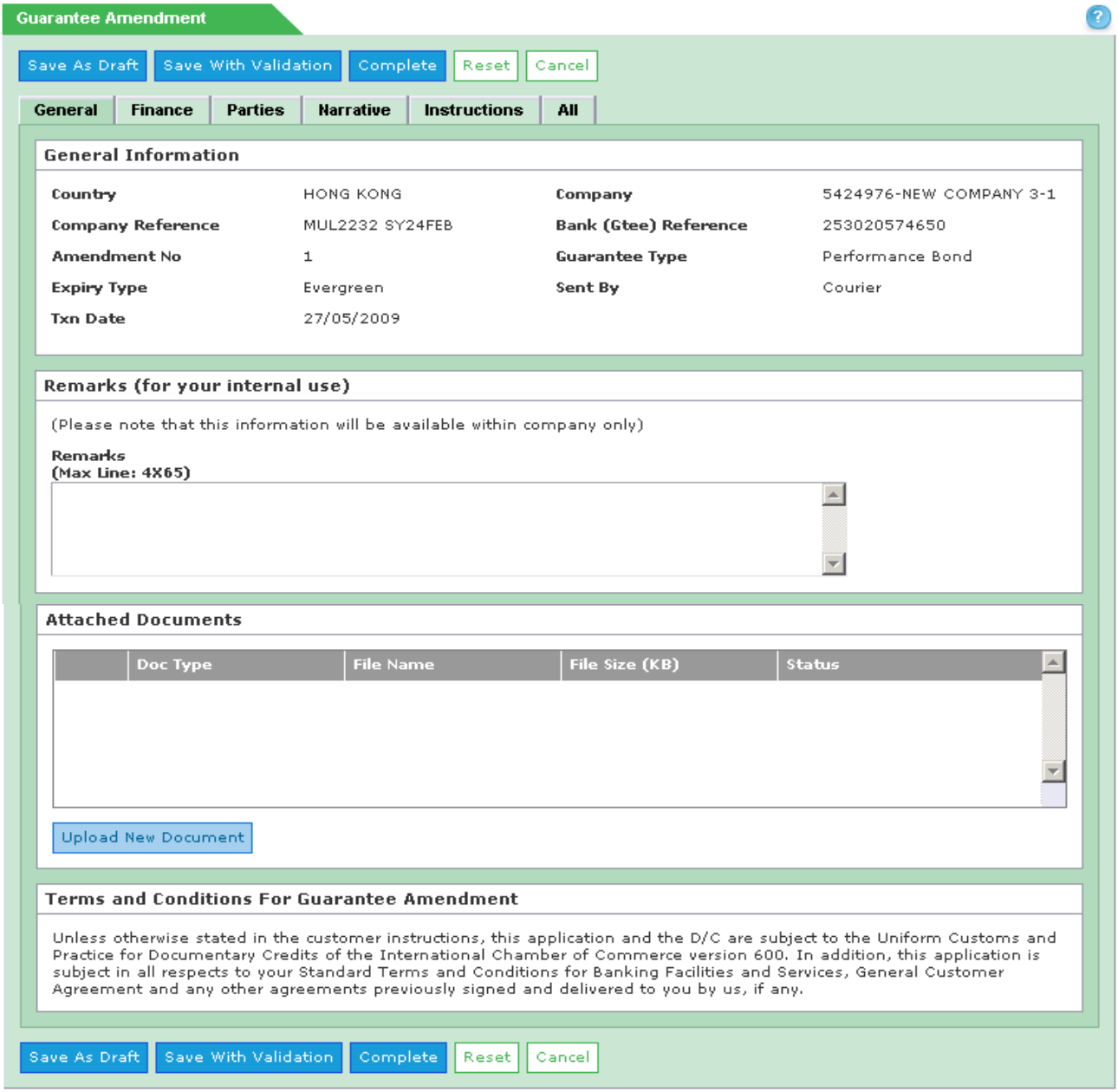
The customer has to select the required guarantee to be amended from the list of transactions available. The user can also search for the specific transaction by clicking on the “Show Filter” link and entering any of these fields to search.



Once the filtered transactions are displayed the user can select the desired transaction and proceed to the online Guarantee Amendment form as shown in Screen 9.1 by clicking on the “Create Amendment” button.

9.1 Guarantee Amendment Flow

On clicking ‘Amend’ after selecting the transaction, the user will be taken to the Guarantee Amendment form as shown in Screen 9.1. The Guarantee particulars are captured in the various fields available under different tabs such as General, Finance, Parties, Narrative and Instructions. To fill all the details in a single flow click on the 'All' tab.



Screen 9.1

9.1.1 General

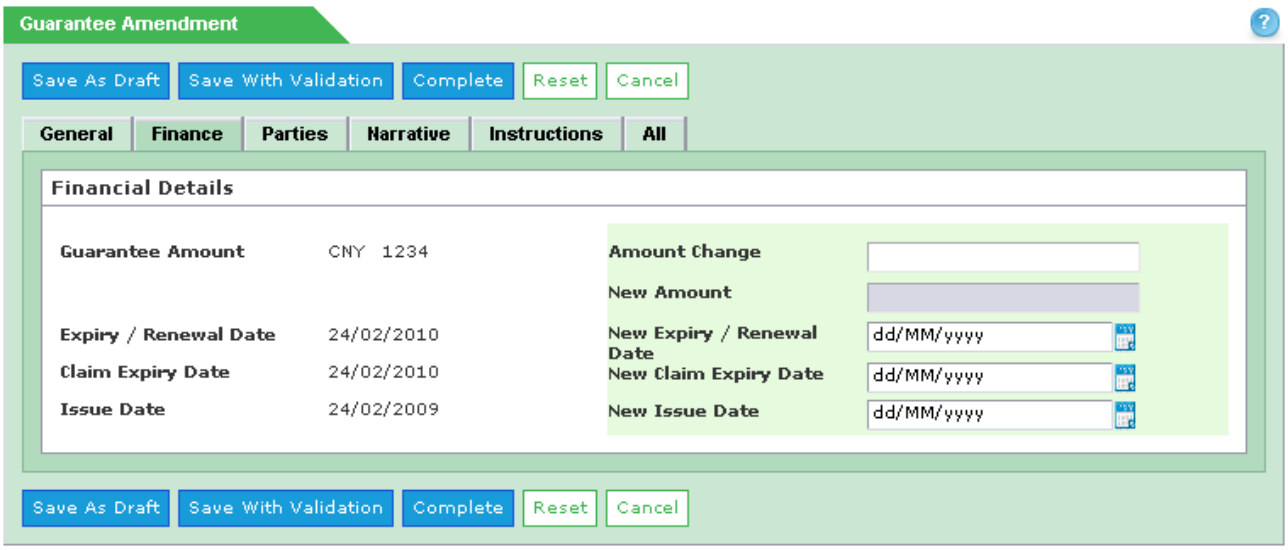
This section displays original information about the guarantee that need to be amended. The user needs to fill in all relevant fields. Fields marked * are mandatory. The details in 'General' section will be only for information purpose and not editable by the user. User can only edit Remarks and any other supporting documents on this tab.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Company Reference	Not required	Display	Generic	Your Reference number
Bank (Gtee) Reference	Not required	Display	Customer specific	Requires no input. A Guarantee reference number is generated after processing by bank.
Amendment No	Not required	Display	Generic	Number of times Guarantee has been amended
Guarantee Type	Not required	Display	Generic	Displays the type of Guarantee issued

Expiry Type	Not required	Display	Generic	Whether the guarantee is for a fixed period or ever green [no expiry date].
Guarantee Sent By	Not required	Display	Generic	Mode of transmission of the guarantee to the beneficiary.
Guarantee Applicable Rules	Mandatory	Dropdown	Generic	Select from the dropdown the guidelines or rules under which the guarantee is issued.
Transaction Date		Display	Generic	This is the creation or system date of the Guarantee application. User cannot change this.
Remarks	Optional	Text area	Generic	User can input remarks in this field to notify the bank. Maximum input of 4 lines with 65 chars per line
Attached Documents	Optional	File attach	Customer specific	If required by the bank this will be enabled for the user to upload any text or supporting document with the Guarantee application

9.1.2 Finance

This section will display the basic financial details of the Guarantee transaction such as Amount, New Expiry dates, new expiry on claim dates and new Issue date of the Guarantee. Appropriate fields are available for inputting the new data on the right hand side of this screen. The information on the left hand side is display only fields with the original Guarantee data.



Screen 9.1.2

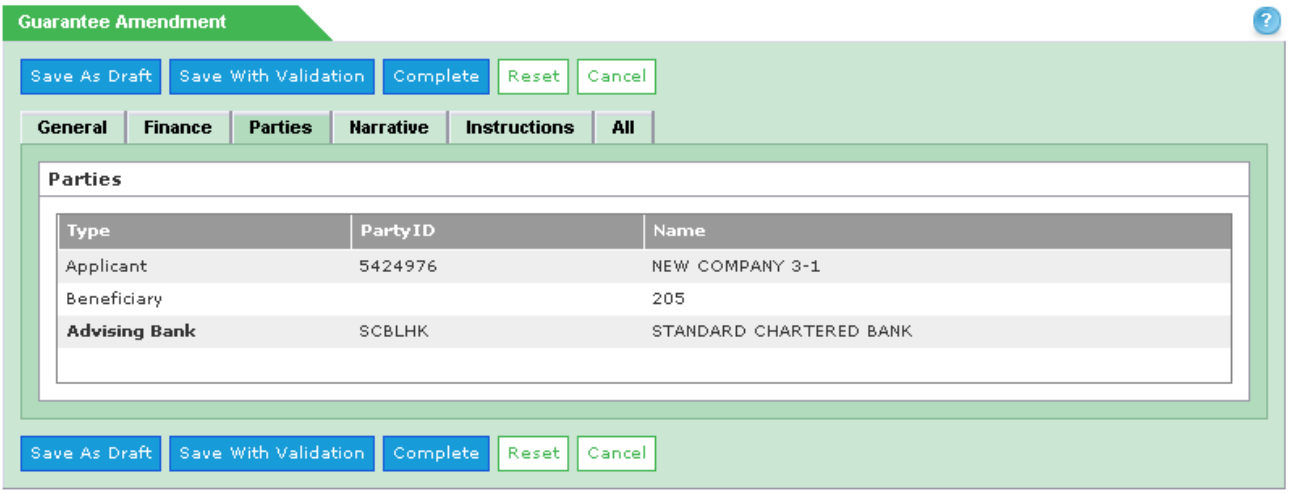
The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Guarantee currency and Amount	Display	Display	Generic	Displays the original currency and amount of the Guarantee
Amount Change	Optional	Numeric	Generic	Enter the change of the amount either positive or negative
New Amount	Optional	Derived	Generic	This calculates the new Amount of the Guarantee based on the Original and Change amount
Old Expiry / Renewal Date	Display	Display	Generic	Displays the old expiry date of the guarantee
New Expiry / Renewal Date	Optional	Numeric	Generic	Enter the new expiry date if required of the guarantee. User can select the date by clicking on the date lookup icon also.
Old Claim Expiry Date	Display	Numeric	Generic	Displays the original date up to which claims can be submitted by the beneficiary of the guarantee.

New Claim Expiry Date	Optional	Numeric	Generic	Enter the new Date if required up to which claims can be submitted by the beneficiary of the guarantee. User can select the date by clicking on the date lookup icon also.
Issue Date	Display	Numeric	Generic	Displays the original Issue Date for the beneficiary of the guarantee.
New Issue Date	Optional	Numeric	Generic	Enter the new Issue Date for the beneficiary of the guarantee if required. User can select the date by clicking on the date lookup icon also.

9.1.3 Parties

This section displays all the details about the parties involved in the Guarantee transaction.



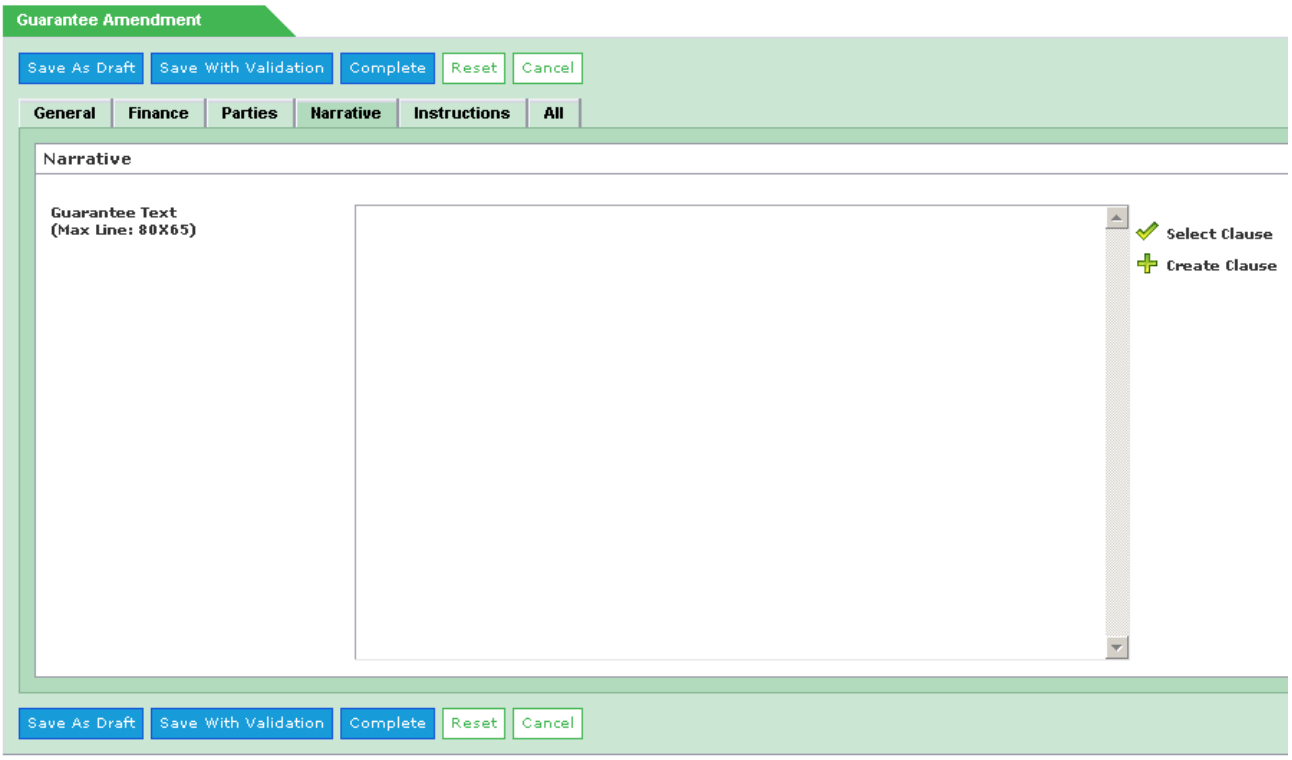
Screen 9.1.3

This section allows user to view the applicant, beneficiary and Advising Bank details attached with the Guarantee application. User is not allowed to change anything in this tab. The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Party Type		Non Editable	Generic	This is a non-editable field. It is the type of the party you want to create for e.g. Applicant, Beneficiary or Advising Bank
Party Name		Display	Generic	Party Name
Party ID		Display		This displays the Party Id that have been maintained
Party Address		Display		Click on the individual party type to expand the details to see the address.

9.1.4 Narrative

In this section the user will provide any amendment to the text of the guarantee.



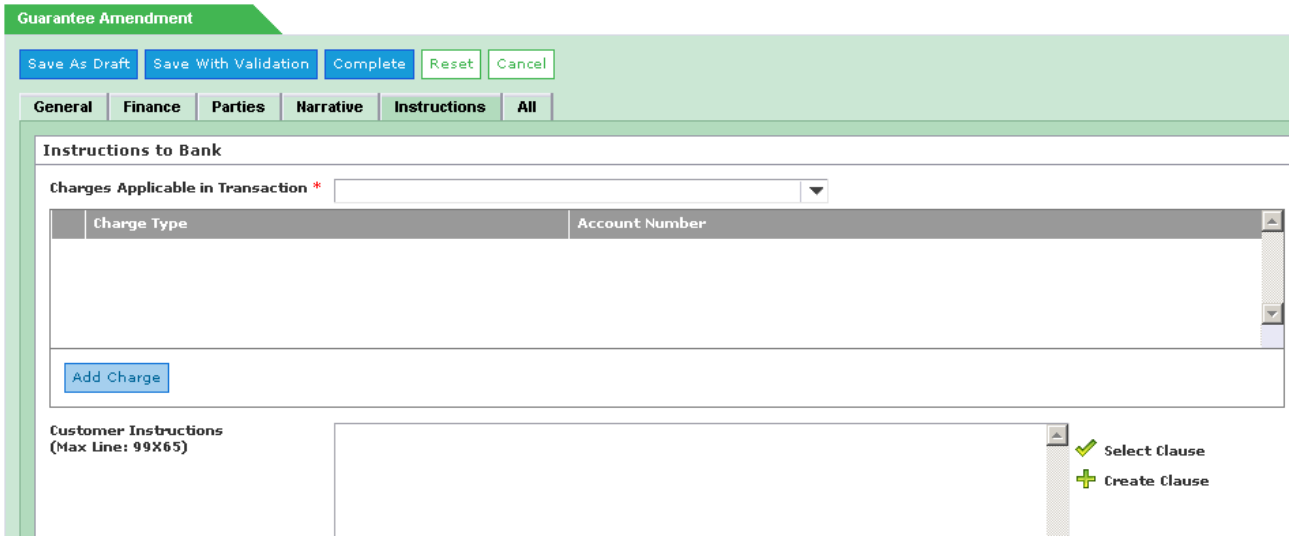
Screen 9.1.4

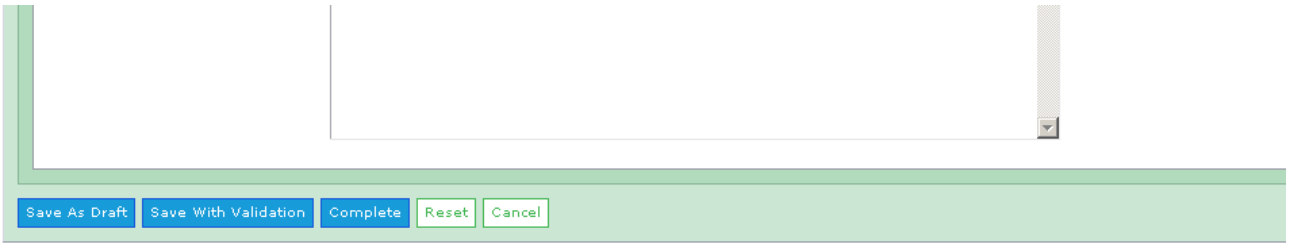
The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Guarantee Text	Mandatory	Text area	Generic	Enter any change to the text of the guarantee here. User can also select the pre-defined text from Clause library by clicking on the "Select Clause' link besides it.

9.1.5 Instructions

In this section, the user has to input details regarding who will bear the charges and any other instructions, customer would like to give to the bank.





Screen 9.1.5

The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Charges Applicable	Mandatory	Dropdown	Generic	Please indicate the party who will bear the charges by selecting from the dropdown or any specific instructions. For e.g. • All charges by Applicant • All charges by Beneficiary • Other – Refer to customer instructions
Charge Type	Conditional	Dropdown	Generic	Select from the dropdown
Account Number	Conditional	Dropdown	Generic	Select from the dropdown any of your account numbers that you wish to get debited for the fee item selected. This field is mandatory only if the value selected in Charges flag is 'All charges are for the account of Applicant'. . If 'All charges' selected in banking charge only one account field will be enabled.
Customer Instructions	Mandatory	Text area	Generic	Enter any specific instructions in the Guarantee application that you want the Bank to act on. User can also select the pre-defined text from Clause library by clicking on the "Select Clause' link besides it.

There are five buttons at the top and bottom of the Guarantee amendment screen which are described below.

Button	Description
Save as Draft	This button helps the user to save the entered information as a draft which can be edited later and released once all the required fields are completely filled in.
Save with Validation	This button helps the user to save the Guarantee amendment with business validations. This can be used later to verify, complete and send it for authorisation
Complete	Clicking this button finishes the data entry process and moves the transaction to the Authoriser's queue. The system will not allow you to complete if you have not entered all the mandatory fields.
Reset	This button clears all the fields on the Guarantee amendment and allows the user to start from the beginning.
Cancel	This button allows the user to come out from this application at any point of Guarantee amendment

10 Product - Shipping Guarantees

On clicking shipping guarantee link under Available Instructions, the user will be taken to the Shipping Guarantee Initiation screen (screen 10.0)

Screen 10.0

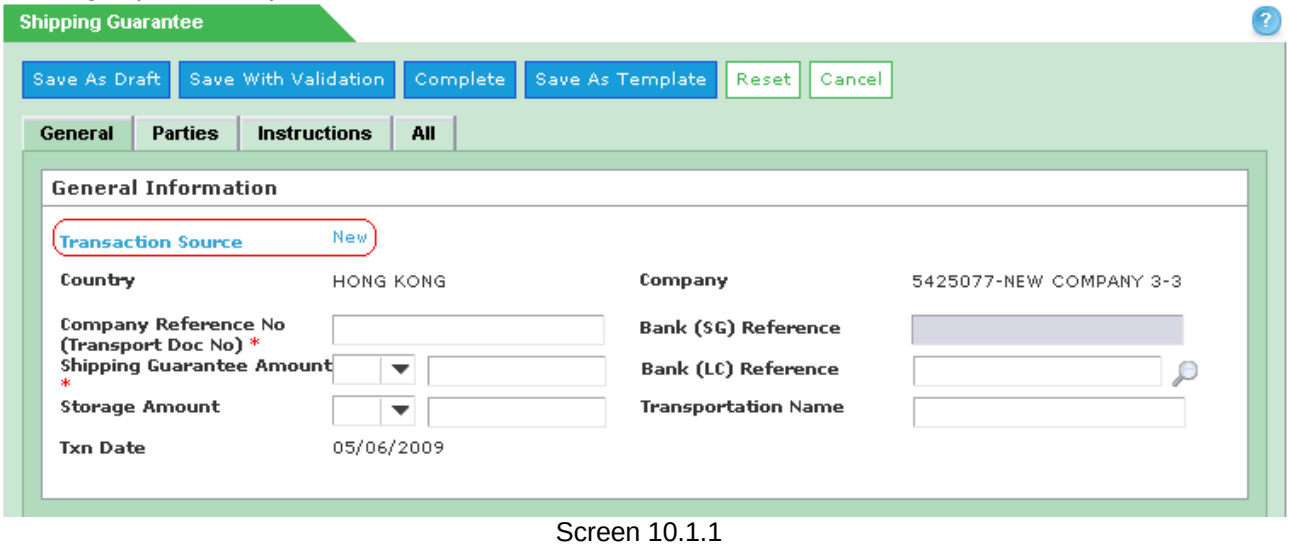
The user has to select the country, his Company ID OR Company Name from the dropdown and then choose any of the four options provided below to create the Shipping Guarantee application.

Option to create Shipping Guarantee application	Description
New application	Select the Country and Company from the list. Click on continue button to create a new Shipping Guarantee transaction from a blank form.
From Template	Select the template from Template ID list box by clicking on the magnifying glass icon besides it. After selecting the template, click on the Continue button to use the template data in the Shipping Guarantee application.
Copy from Transaction	Select any existing successful transaction from Transaction Reference list box by clicking on the icon besides it. This option will allow the user to create Shipping Guarantee application from existing transaction. After selecting the transaction, click on the Continue button to proceed with the application.
Cancel button	Click on this button to cancel this process and return back to the Trade Banking home page

10.1 Create Shipping Guarantee Application in 3 Steps

10.1.1 New Shipping Guarantee Application

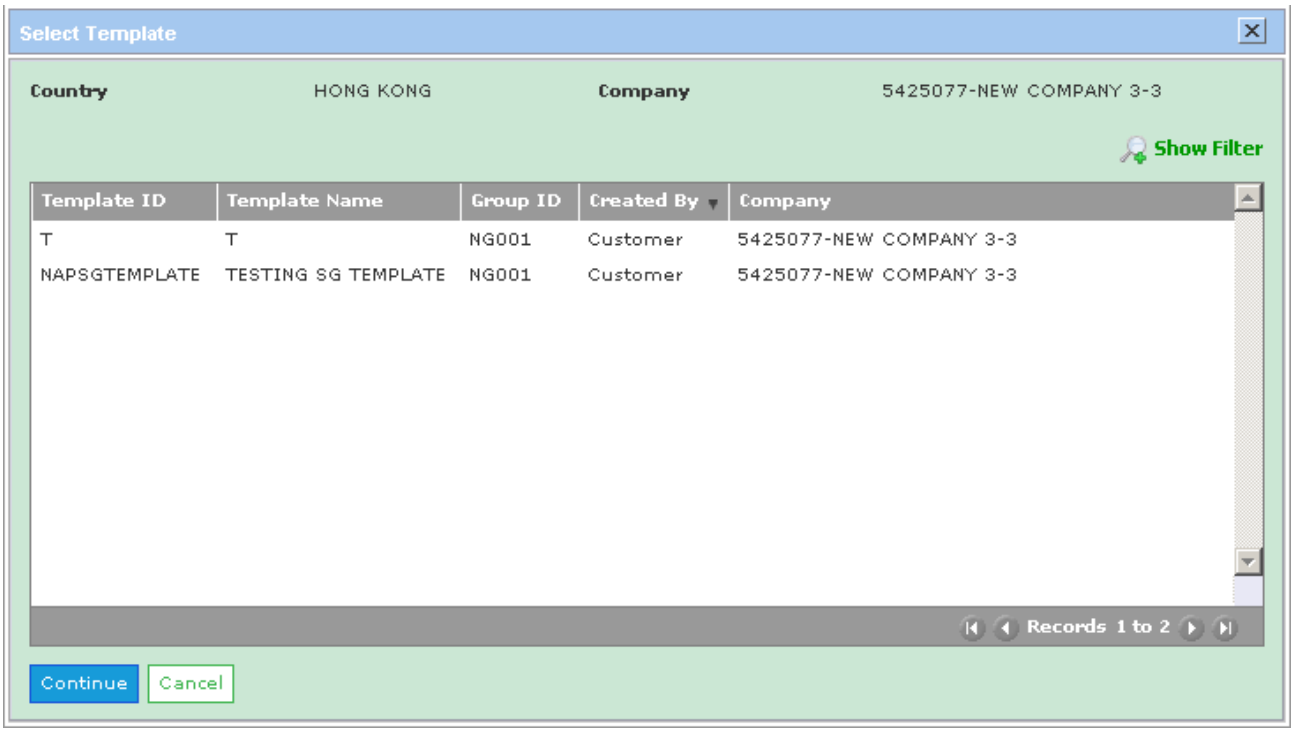
When the user selects 'New' a new transaction form is opened with no preset values, to input the transaction details. The source of the transaction is displayed as 'New' as shown in screen 10.1.1. The user will be able to upload documents using the button 'Upload Document' to the transaction if company has subscribed for the image upload facility.



Screen 10.1.1

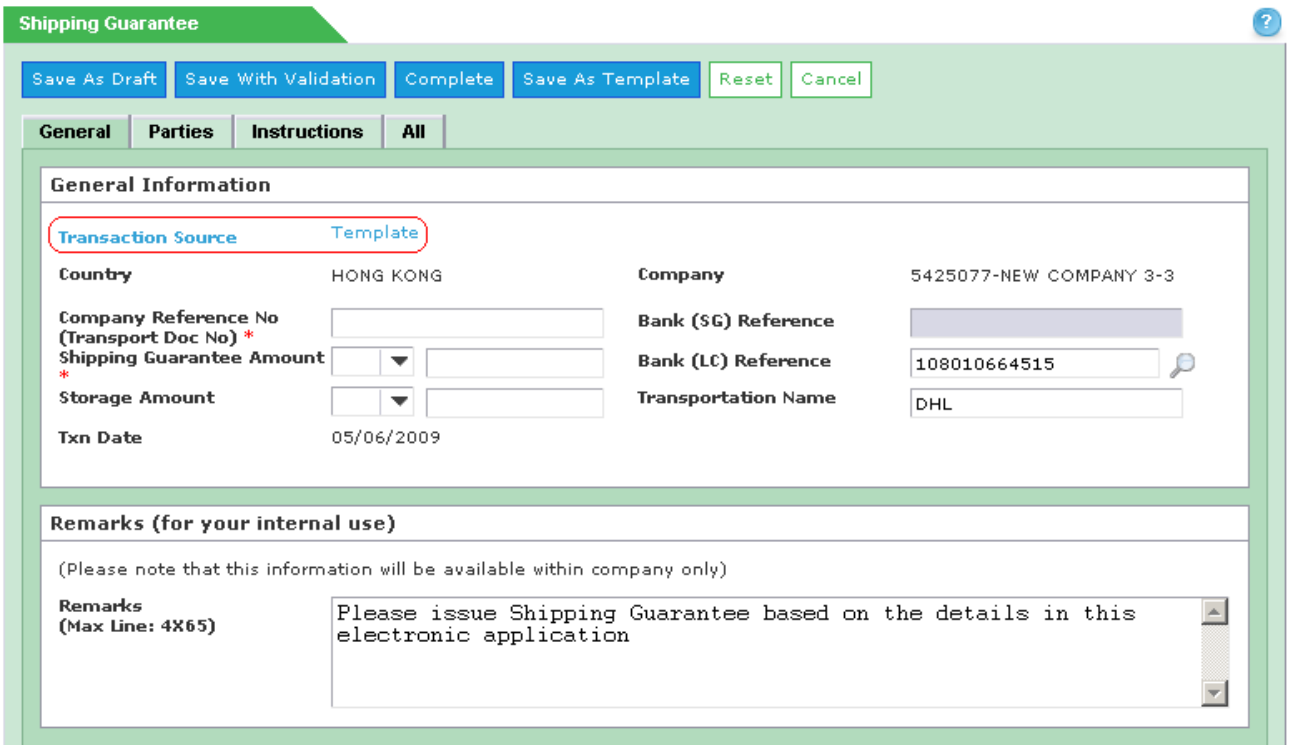
10.1.2 Create Shipping Guarantee from Template

When the user clicks on the icon besides Template ID field, a list of templates created for the Shipping Guarantee application will be displayed as shown in screen 10.1.2a. User can also use the show filter link to search a specific template from which they want to copy the details to a new transaction. Select a template from the list and click Continue, which then takes the user to the Shipping Guarantee transaction form. The transaction form will populate all the details from the selected template, thus reducing the input time.



Screen 10.1.2a

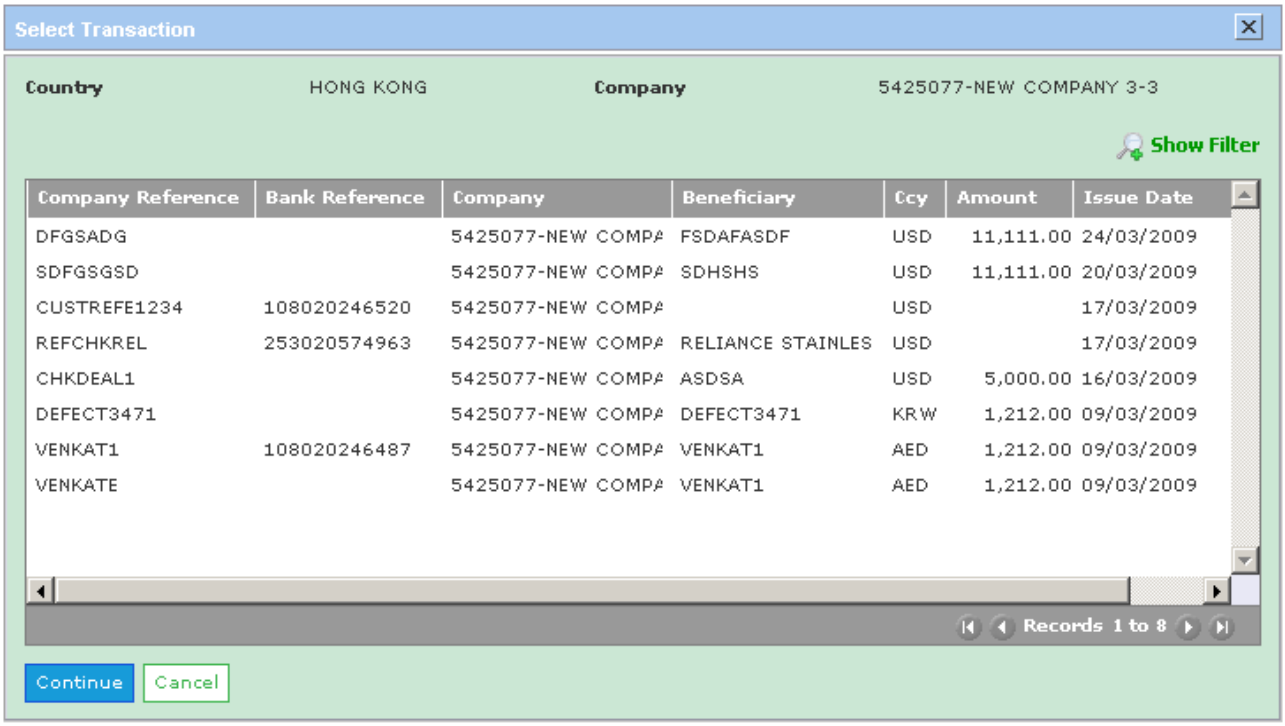
On clicking ‘Continue’ the user will be taken to the Shipping Guarantee Application Screen as shown in screen 10.1.2b. The Shipping Guarantee details are captured in the various fields available under different tabs such as General, Parties and Instructions etc. To fill all the details in a single flow click on the 'All' tab. The source of the data is marked as “Template” in the Transaction Source field



Screen 10.1.2b

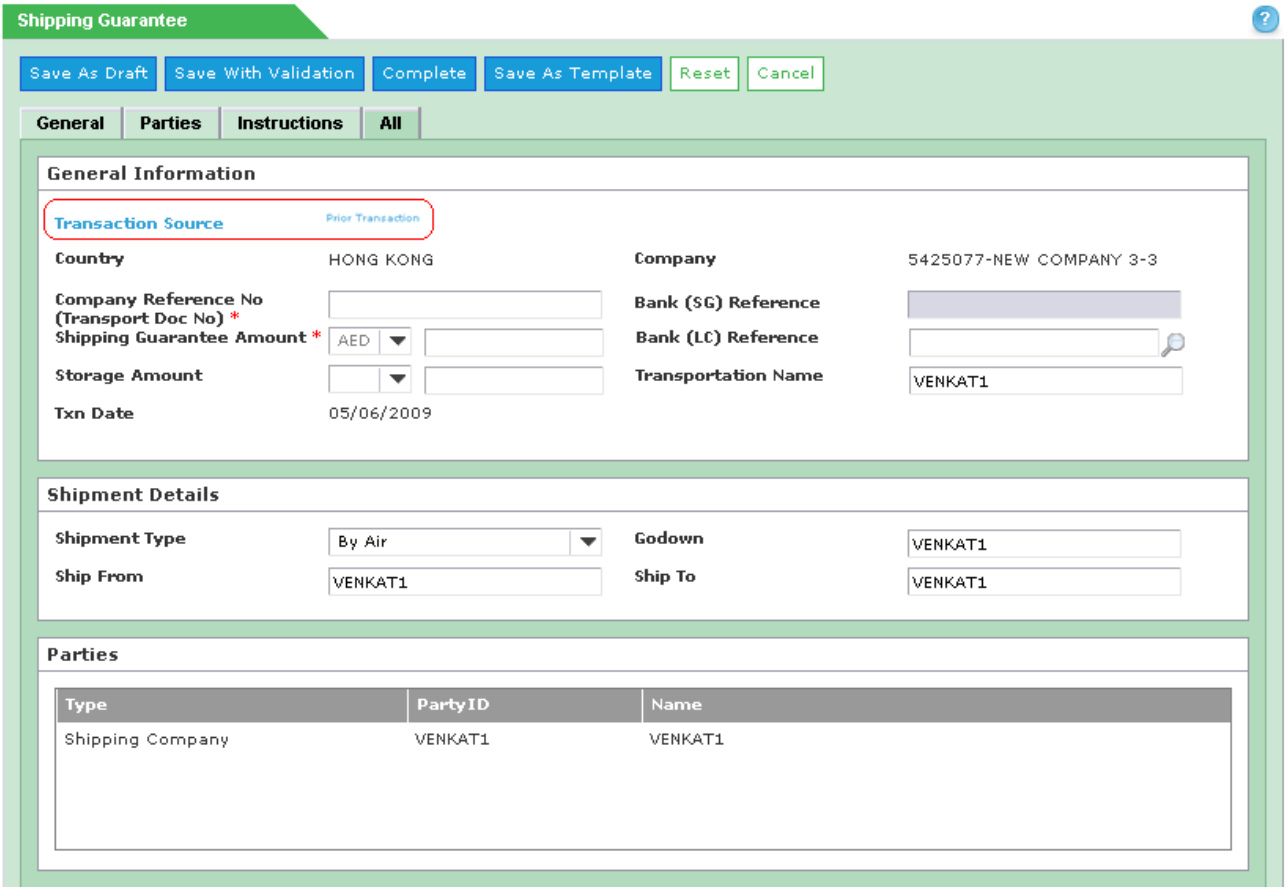
10.1.3 Create Shipping Guarantee from Transaction

When the user clicks on the icon besides Transaction Reference field, a list of existing transaction created for Shipping Guarantee transactions will be displayed as shown in screen 10.1.3a. User can also use the show filter link to search a specific transaction from which they want to copy the details to a new transaction. Select a transaction from the list and click Continue, which then takes the user to the Shipping Guarantee application screen. The transaction form will populate all the details from the selected transaction, thus reducing the input time.



Screen 10.1.3a

On clicking ‘Continue’ the user will be taken to the Shipping Guarantee Application Screen as shown in screen 10.1.3b. The Shipping Guarantee particulars are captured in the various fields available under different tabs such as General, Parties and Instructions. To fill all the details in a single flow click on the 'All' tab. The source of the data is marked as “Prior Transaction” in the Transaction Source field.



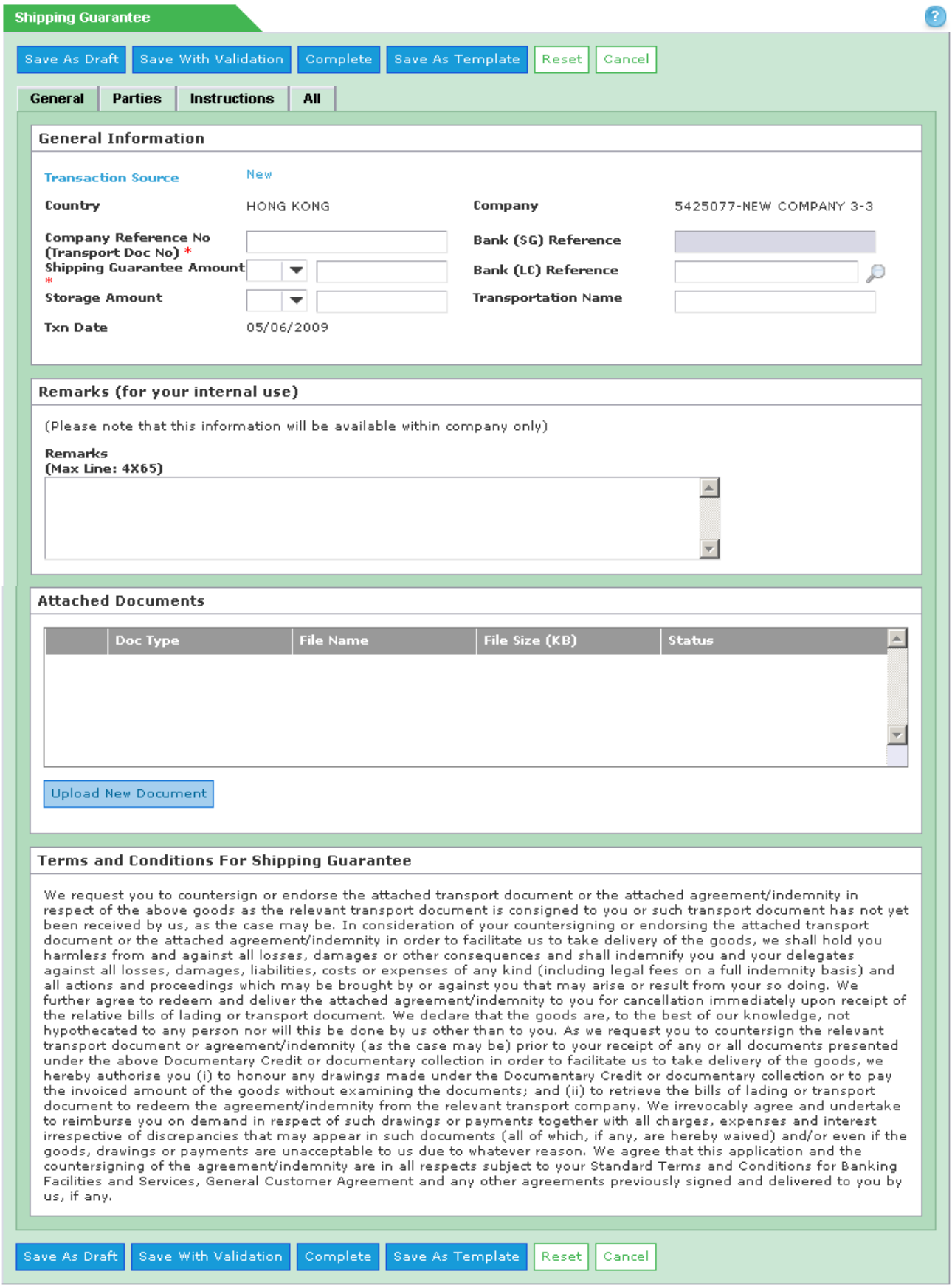
Screen 10.1.3b

10.2 Shipping Guarantee Application Flow

The Shipping Guarantee particulars are captured in the various fields available under different tabs such as General, Parties & Instruction. To fill all the details in a single flow click on the 'All' tab. The various tabs are described below in the order of their appearance.

10.2.1 General

This section captures all the basic information regarding transport documents and the shipment details. The user needs to fill in all relevant fields. Fields marked * are mandatory.


Shipping Guarantee
Save As Draft
Save With Validation
Complete
Save As Template
Reset
Cancel
General
Parties
Instructions
All
General Information
Transaction Source
New
Country
HONG KONG
Company
5425077-NEW COMPANY 3-3
Company Reference No (Transport Doc No) *
Bank (SG) Reference
Shipping Guarantee Amount *
Bank (LC) Reference
Storage Amount
Transportation Name
Txn Date
05/06/2009
Remarks (for your internal use)
(Please note that this information will be available within company only)
Remarks
(Max Line: 4X65)
Attached Documents
Doc Type
File Name
File Size (KB)
Status
Upload New Document
Terms and Conditions For Shipping Guarantee
We request you to countersign or endorse the attached transport document or the attached agreement/indemnity in respect of the above goods as the relevant transport document is consigned to you or such transport document has not yet been received by us, as the case may be. In consideration of your countersigning or endorsing the attached transport document or the attached agreement/indemnity in order to facilitate us to take delivery of the goods, we shall hold you harmless from and against all losses, damages or other consequences and shall indemnify you and your delegates against all losses, damages, liabilities, costs or expenses of any kind (including legal fees on a full indemnity basis) and all actions and proceedings which may be brought by or against you that may arise or result from your so doing. We further agree to redeem and deliver the attached agreement/indemnity to you for cancellation immediately upon receipt of the relative bills of lading or transport document. We declare that the goods are, to the best of our knowledge, not hypothecated to any person nor will this be done by us other than to you. As we request you to countersign the relevant transport document or agreement/indemnity (as the case may be) prior to your receipt of any or all documents presented under the above Documentary Credit or documentary collection in order to facilitate us to take delivery of the goods, we hereby authorise you (i) to honour any drawings made under the Documentary Credit or documentary collection or to pay the invoiced amount of the goods without examining the documents; and (ii) to retrieve the bills of lading or transport document to redeem the agreement/indemnity from the relevant transport company. We irrevocably agree and undertake to reimburse you on demand in respect of such drawings or payments together with all charges, expenses and interest irrespective of discrepancies that may appear in such documents (all of which, if any, are hereby waived) and/or even if the goods, drawings or payments are unacceptable to us due to whatever reason. We agree that this application and the countersigning of the agreement/indemnity are in all respects subject to your Standard Terms and Conditions for Banking Facilities and Services, General Customer Agreement and any other agreements previously signed and delivered to you by us, if any.
Save As Draft
Save With Validation
Complete
Save As Template
Reset
Cancel

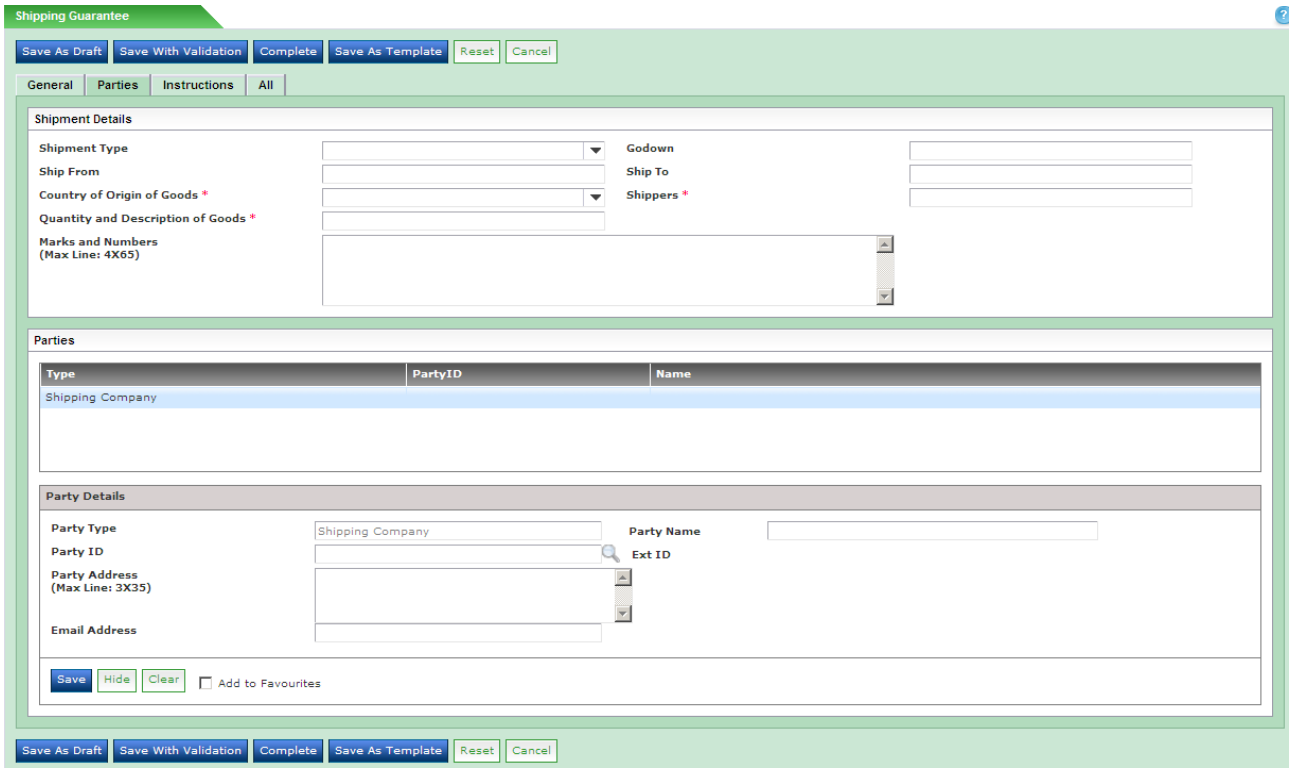
Screen 10.2.1

The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Company Reference no (Transport Document No)	Mandatory	Alpha Numeric	Generic	Enter the reference document number of the transport document for which the shipping guarantee is issued.
Bank (SG) Reference			Generic	Reference Number is assigned by the Bank's back office system. You will only see this field after the application is submitted to the Bank for processing.
Shipping Guarantee Currency and Amount	Mandatory	Dropdown Numeric	Generic	Select the currency from the dropdown. Enter the amount.
Bank (LC) Reference		Lookup	Generic	Enter L/C number if Shipping Guarantee is under L/C.
Storage Currency and Amount		Dropdown Numeric	Generic	Value of goods to be stored in warehouse, if relevant.
Transportation Name		Text Area	Generic	Name of the transport vessel or transport company for e.g. name of ship or airline company
Transaction Date		Display	Generic	This is a system generated date of the application
Attached Documents	Optional	File attach	Customer specific	If required by the bank this will be enabled for the user to upload any text or supporting document with the Shipping Guarantee application

10.2.2 Parties

This section will identify the shipping company to which the shipping guarantee is issued in favor of.



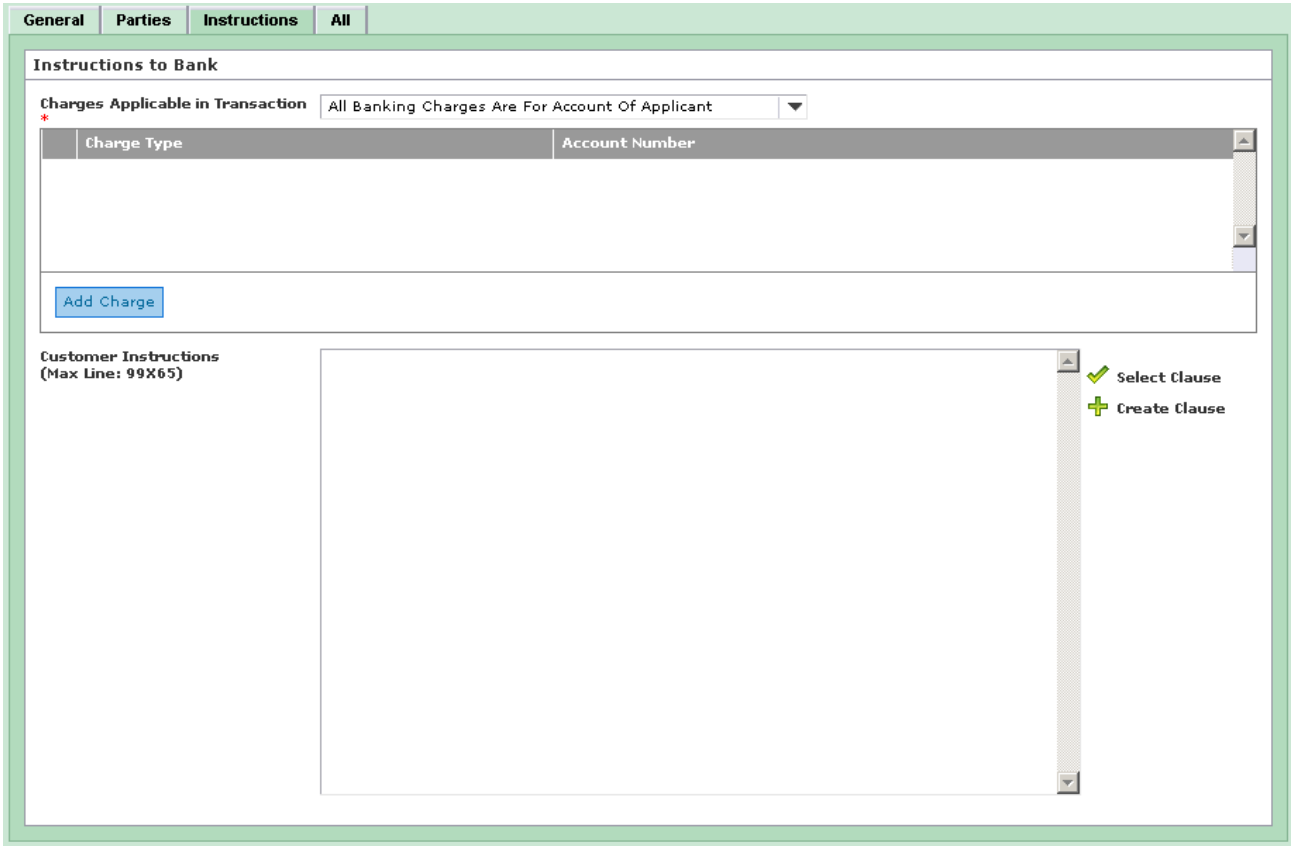
Screen 10.2.2

The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Shipment Type		Dropdown	Generic	Select from the dropdown.
Godown		Text box	Generic	Name of warehouse where the goods are stored. This field must be entered if Storage Amount is given.
Ship from		Text box	Generic	Enter the port of loading of goods.
Ship To		Text box	Generic	Enter the port of destination of goods.
Country of Origin of Goods	Required	Dropdown	Generic	
Shippers	Required	Text box	Generic	Exporter / seller of goods
Quantity and Description of Goods	Required	Text Box	Generic	
Marks and Numbers		Text Box	Generic	
Party ID (Shipping Company ID)	Mandatory	Alpha Numeric	Generic	Enter the ID or mnemonic that you would use for this shipping company. You can select the company by clicking on the , if it already exists in your favorites list.
Party Name (Shipping Company Name)		Text Area	Generic	Enter the name of the shipping company. If you have selected the ID from the favorites, this field will auto update.
Party Address (Shipping Company Address)		Text Area	Generic	Enter the address of the shipping company. If you have selected the ID from the favorites, this field will auto update.
Add to Favorites		Radio button	Generic	Tick on the radio button if you want to include this shipping company in your favorites list. This enables you to select this company from the favorites at the next instance of issuance request input.

10.2.3 Instructions

In this section, the user has to input details regarding who will bear the charges and any other instructions customer would like to give to the bank.



Screen 10.2.3

The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Charges Applicable	Mandatory	Dropdown	Generic	Please indicate the party who will bear the charges by selecting from the dropdown or any specific instructions. For e.g. • **All charges by Applicant** - Applicant will pay for all charges during the life of the LC including all charges inside and outside of Singapore • **Other – Refer to customer instructions**
Charge Type	Conditional	Dropdown	Generic	Select from the dropdown
Account Number	Conditional	Dropdown	Generic	Instruct and authorize the Bank to debit any charges, commission etc to your accounts. A list of all your accounts as registered in the Trade Services is available for selection. Select from the dropdown any of your account numbers that you wish to get debited for the fee item selected. This field is mandatory only if the value selected in Charges flag is 'All charges are for the account of Applicant'. . If 'All charges' selected in banking charge only one account field will be enabled.
Customer Instructions	Mandatory	Text area	Generic	Enter any specific instructions in the Shipping Guarantee application that you want the Bank to act on. User can also select the pre-defined text from Clause library by clicking on the "Select Clause' link besides it.

There are six action buttons present at the top and bottom of the Shipping Guarantee application screen which are described below.

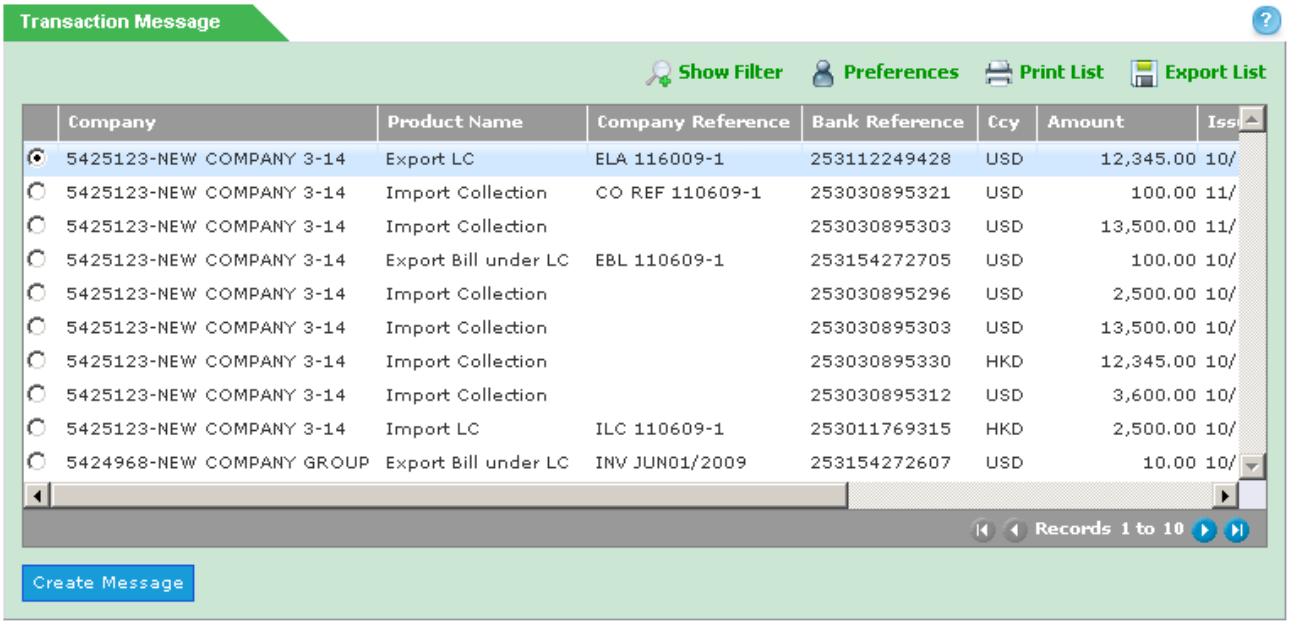
Button	Description
Save as Draft	This button helps the user to save the entered information as a draft which can be edited later and released once all the required fields are completely filled in.
Save with Validation	This button helps the user to save the Shipping Guarantee with business validations. This can be used later to verify, complete and send it for authorisation
Complete	Clicking this button finishes the data entry process and moves the transaction to the Authoriser's queue. The system will not allow you to complete if you have not entered all the mandatory fields.
Save as Template	This button helps the user to save the information entered as a template which can be accessed and used later whenever a new Shipping Guarantee needs to be issued. On saving as template system will remove the documents uploaded to the transaction form.
Reset	This button clears all the fields on the Shipping Guarantee application and allows the user to start from the beginning.
Cancel	This button allows the user to come out from this application at any point of Shipping Guarantee creation

11 Transaction Message

Transaction Message allows the users to send a message to the Bank regarding their bank registered trade transactions - pre or post transaction processing by the bank. All transaction messages sent through Trade Banking are authenticated messages and therefore need to go through the same signing process as that of other transactions.

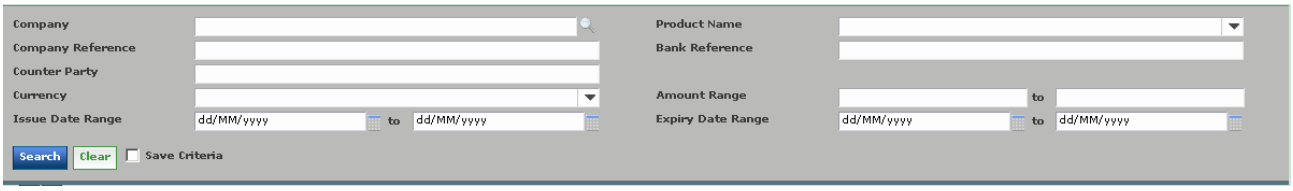
Transaction Message function is available on Trade Banking Home Page. If the user wants to send a message regarding any of their Import, Export or Guarantee transactions, they should select Transaction Message under the Available Instructions Section on the Trade Banking home page.

On clicking Transaction Message link under 'Available Instructions', the user will be taken to the below screen that displays a list of all Trade transactions.


Transaction Message
Show Filter
Preferences
Print List
Export List
Company
Product Name
Company Reference
Bank Reference
Ccy
Amount
5425123-NEW COMPANY 3-14 Export LC ELA 116009-1 253112249428 USD 12,345.00
5425123-NEW COMPANY 3-14 Import Collection CO REF 110609-1 253030895321 USD 100.00
5425123-NEW COMPANY 3-14 Import Collection 253030895303 USD 13,500.00
5425123-NEW COMPANY 3-14 Export Bill under LC EBL 110609-1 253154272705 USD 100.00
5425123-NEW COMPANY 3-14 Import Collection 253030895296 USD 2,500.00
5425123-NEW COMPANY 3-14 Import Collection 253030895303 USD 13,500.00
5425123-NEW COMPANY 3-14 Import Collection 253030895330 HKD 12,345.00
5425123-NEW COMPANY 3-14 Import Collection 253030895312 USD 3,600.00
5425123-NEW COMPANY 3-14 Import LC ILC 110609-1 253011769315 HKD 2,500.00
5424968-NEW COMPANY GROUP Export Bill under LC INV JUN01/2009 253154272607 USD 10.00
Records 1 to 10
Create Message

Screen 11.0

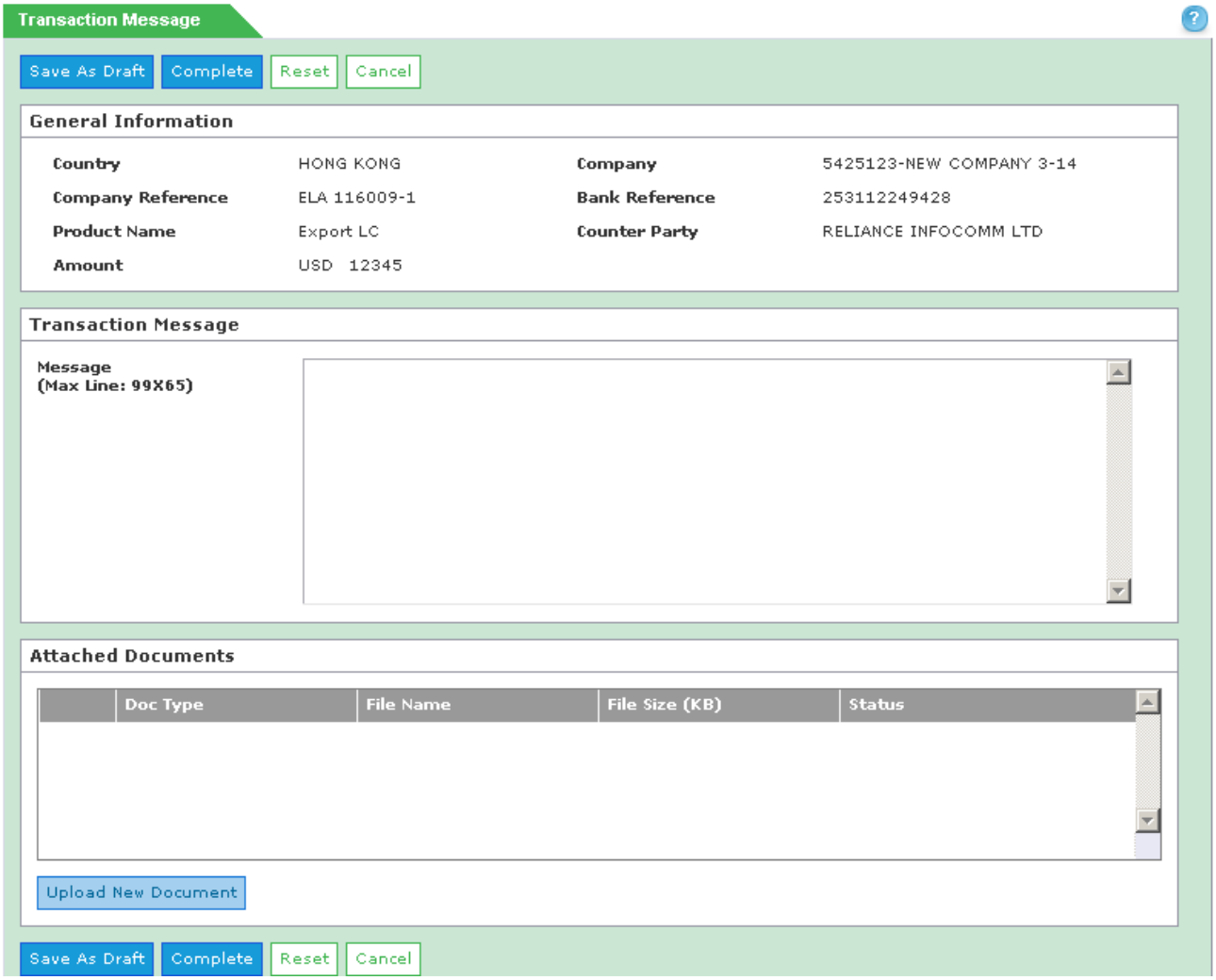
The user can also search for the specific transaction by clicking on the "Show Filter" link and entering any of these fields to search.



Once the filtered transactions are displayed the user can select the desired transaction and proceed to the online Transaction message form by clicking on the "Create Message" button on screen 9.0.

11.1 Transaction Message Creation Flow

The selected transaction details are displayed in the various fields available in the below screen under General Information section. The required details that need to be amended are to be entered and other fields can be skipped.



Screen 11.1

The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Country	Non Editable	Display	Generic	Country of the Company
Company	Non Editable	Display	Generic	Company Name
Company Reference	Non Editable	Display	Generic	Your reference number
Bank Reference	Non Editable	Display	Generic	Bank reference number
Product Name	Non Editable	Display	Generic	Product name under which the transaction is created
Counter Party	Non Editable	Display	Generic	Name of the counter party
Amount	Non Editable	Display	Generic	Transaction currency and amount
Message (Customer Instructions)	Optional	Text area	Generic	Enter any specific instructions in the LC application that you want the Bank to act on. User can also select the pre-defined text from Clause library by clicking on the “Select Clause’ link besides it.

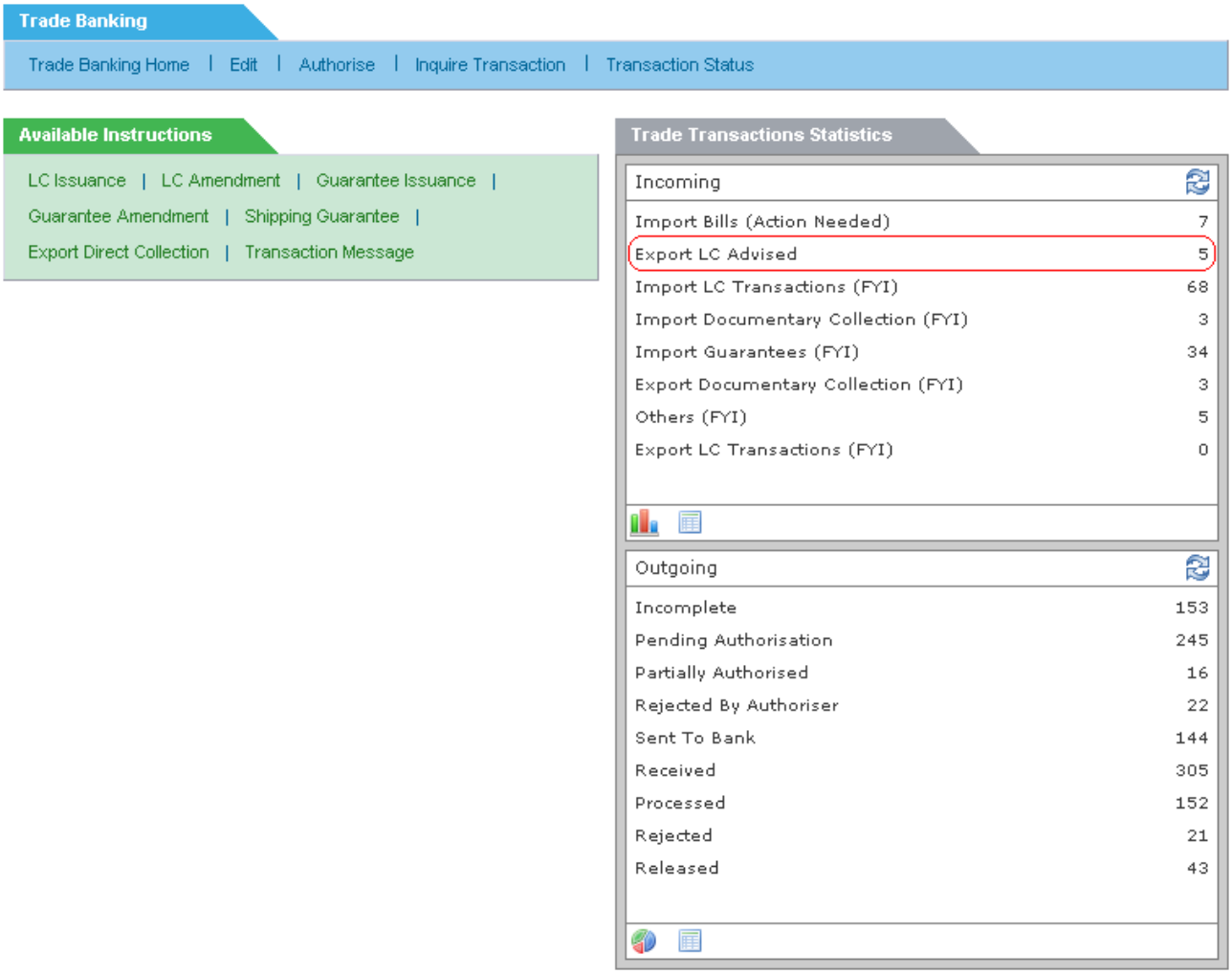
Attached Documents	Optional	File Attach	Generic	Click on the "Upload New Document" button to attach files with the transaction message to be sent to the bank

There are four buttons at the top and bottom of the Transaction Message screen which are described below.

Button	Description
Save as Draft	This button helps the user to save the entered information as a draft which can be edited later and released once all the required fields are completely filled in.
Complete	Clicking this button finishes the data entry process and moves the transaction to the Authoriser's queue. The system will not allow you to complete if you have not entered all the mandatory fields.
Reset	This button clears all the fields on the Transaction message screen and allows the user to start from the beginning.
Cancel	This button allows the user to come out from this application at any point of Transaction message creation

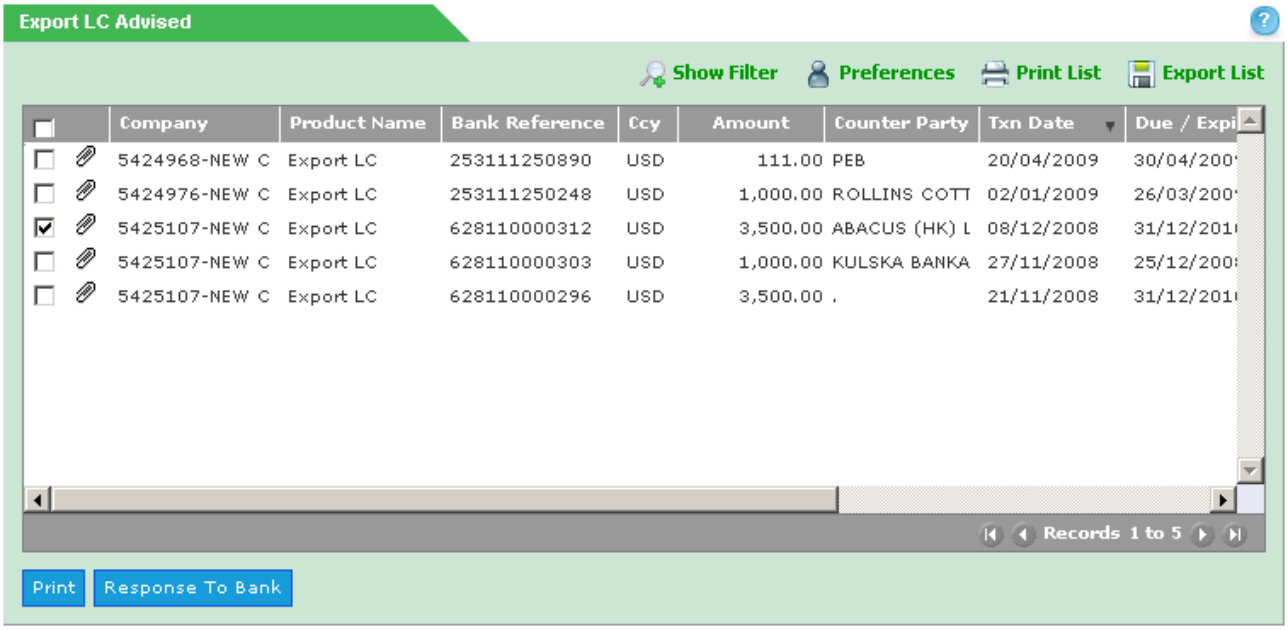
12 Export LC Advising

The LC Advise and subsequent amendments received by bank for the Export customers will be processed and initiated in bank's back-office system. The processed transaction details will be uploaded to Trade Statistics (Incoming) folder on Trade Banking home page. The customer will be able to access their export LC and amendments advised in the Incoming folder of "Export LC Advised" as shown in this screen shot.


Trade Banking
Trade Banking Home | Edit | Authorise | Inquire Transaction | Transaction Status
Available Instructions
LC Issuance | LC Amendment | Guarantee Issuance |
Guarantee Amendment | Shipping Guarantee |
Export Direct Collection | Transaction Message
Trade Transactions Statistics
Incoming
Import Bills (Action Needed) 7
Export LC Advised 5
Import LC Transactions (FYI) 68
Import Documentary Collection (FYI) 3
Import Guarantees (FYI) 34
Export Documentary Collection (FYI) 3
Others (FYI) 5
Export LC Transactions (FYI) 0
Outgoing
Incomplete 153
Pending Authorisation 245
Partially Authorised 16
Rejected By Authoriser 22
Sent To Bank 144
Received 305
Processed 152
Rejected 21
Released 43

Screen 12.0.1

On clicking the 'Export LC Advised' hyperlink, user will be able to view all their Export LC and amendments advised transactions by the bank. The user can also use the 'Show Filter" link to search for the specific Export LC transaction. The customer is yet to respond on these transactions. The user can select the transaction by using the check box and click on Response to Bank button to respond on the LC Advised as shown in screen.


Export LC Advised
Show Filter
Preferences
Print List
Export List
Company
Product Name
Bank Reference
Ccy
Amount
Counter Party
Txn Date
Due / Expi
5424968-NEW C Export LC 253111250890 USD 111.00 PEB 20/04/2009 30/04/200
5424976-NEW C Export LC 253111250248 USD 1,000.00 ROLLINS COTT 02/01/2009 26/03/200
5425107-NEW C Export LC 628110000312 USD 3,500.00 ABACUS (HK) L 08/12/2008 31/12/201
5425107-NEW C Export LC 628110000303 USD 1,000.00 KULSKA BANKA 27/11/2008 25/12/200
5425107-NEW C Export LC 628110000296 USD 3,500.00 . 21/11/2008 31/12/201
Records 1 to 5
Print
Response To Bank

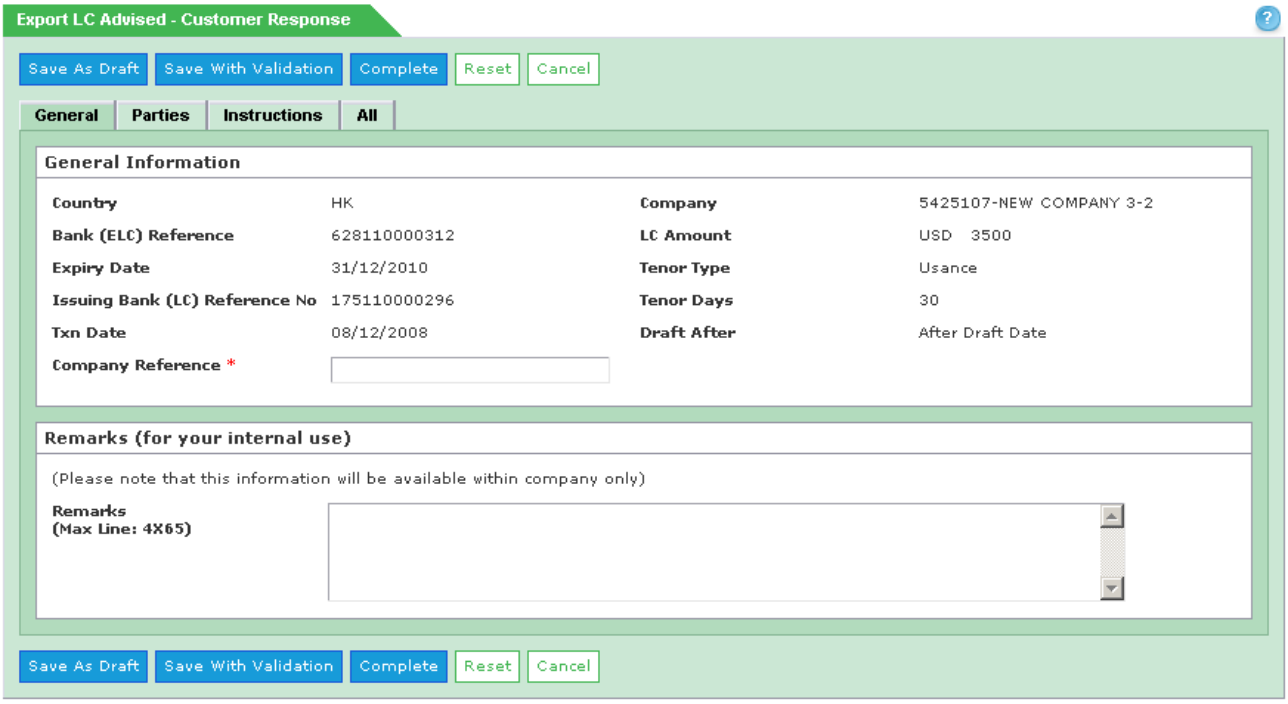
Screen 12.0.2

12.1 Export LC Advising Response Flow

The customer will be able to respond to bank for the Export LC transaction received in the Incoming 'Export LC Advised' Folder. The Export LC Advising particulars are captured in the various fields available under different tabs such as General, Parties & Instruction. To fill all the details in a single flow click on the 'All' tab. The various tabs are described below in the order of their appearance.

12.1.1 General

This section captures all the basic information regarding LC Advising details. The user needs to fill in all relevant fields. Fields marked * are mandatory.



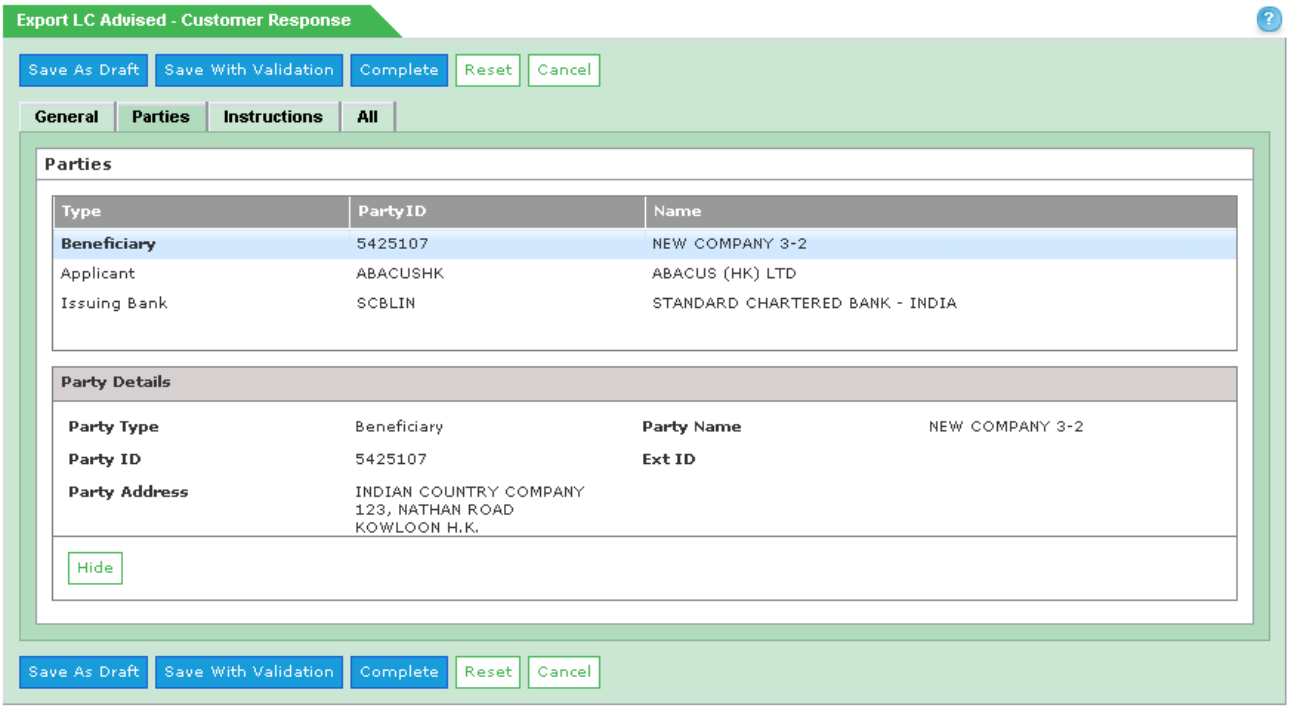
Screen 12.1.1

The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Country		Display	Generic	
Company		Display	Generic	This is the name of the company
Bank (ELC) Reference		Display	Generic	This is SCB reference when they advise the letter of credit to our customer
LC Amount		Display	Generic	This is the amount of the letter of credit and if an amendment is received increasing the LC amount, LC amount will be original amount + increased amount
Expiry Date		Display	Generic	The expiry date of the letter of credit
Tenor Type		Display	Generic	This indicates if the advised Letter of credit is a Sight or a Usance L/C.
Issuing Bank (LC) Reference		Display	Generic	This is the reference number of the issuing bank that has issued the letter of credit
Tenor Days		Display	Generic	If the tenor type is Usance, this field may have a numerical value
Txn Date		Display	Generic	Date when the back office has processed the transaction in their system
Draft After		Display	Generic	Applicable when the tenor type is usance.
Company Reference	Mandatory	Alpha Numeric	Generic	This is reference of the company and is mandatory when the client responds on the LC Advising transaction
Remarks	Optional	Text Area	Generic	This is the comments on the transaction for the customer internal use.

12.1.2 Parties

This section captures all the basic information on various Parties involved in the Export LC transaction. All the information on this tab is for display purpose only and cannot be editable.



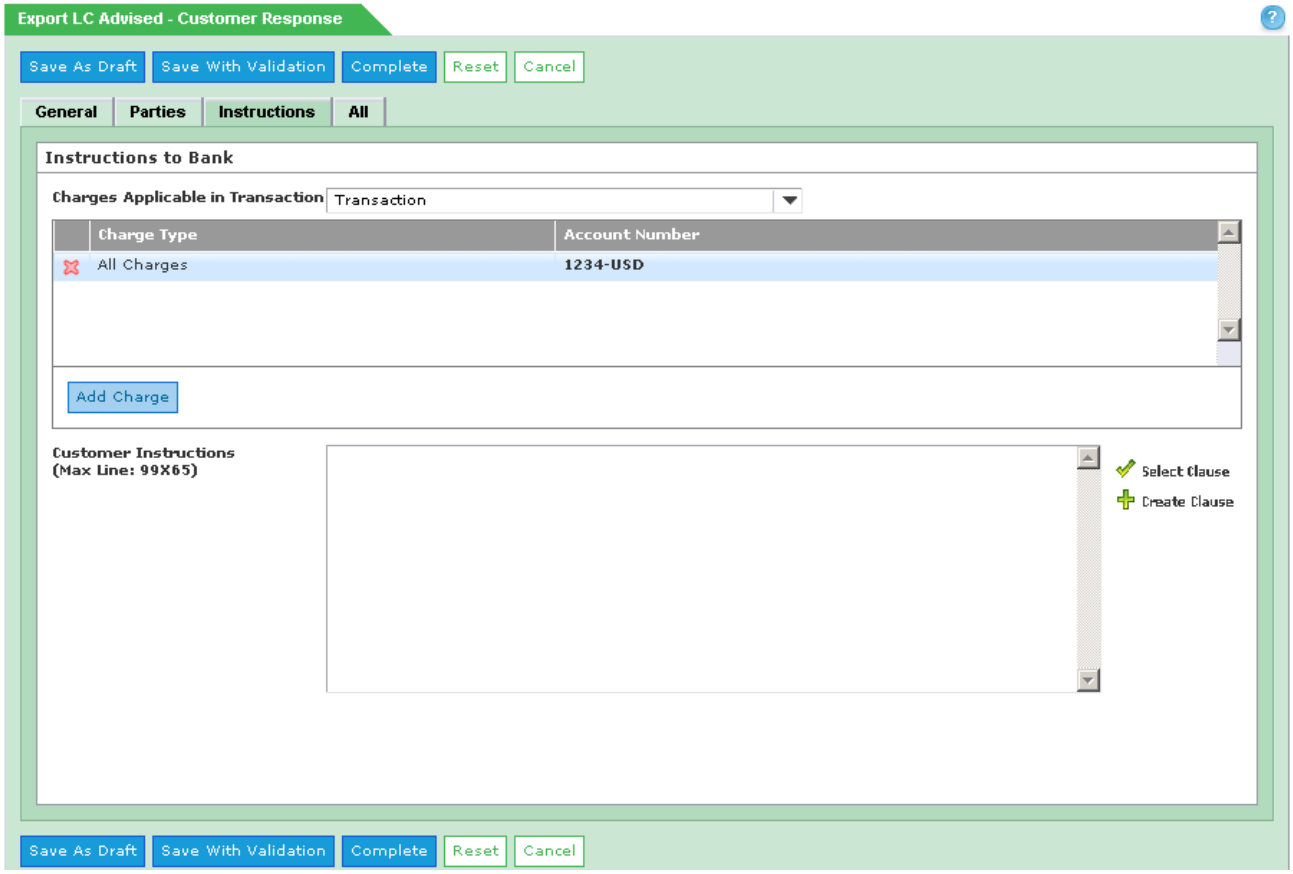
Screen 12.1.2

The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Party Type		Display	Generic	This identifies various kind of parties for e.g. Beneficiary, Applicant or Issuing Bank
Party Name		Display	Generic	This is the name of the party For e.g. it could be name of beneficiary who is entitled to receive the funds under the credit, usually the trade TI customer. If Applicant, then it is name of the buyer who has opened the letter of credit. If Issuing Bank, then it is name of the issuing bank.
Party ID		Display	Generic	This denotes the identification number given to the party for e.g. If type is beneficiary, then it is the customer id of beneficiary given by the Bank
Party Address		Display	Generic	This denotes the address of the respective parties

12.1.3 Instructions

This section captures all the information related to Charges involved in the Export LC transaction and any specific customer instructions to the bank.



Screen 12.1.3

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Charges Applicable	Mandatory	Dropdown	Generic	Please indicate the party who will bear the charges by selecting from the dropdown or any specific instructions.
Charge Type	Conditional	Dropdown	Generic	Select from the dropdown

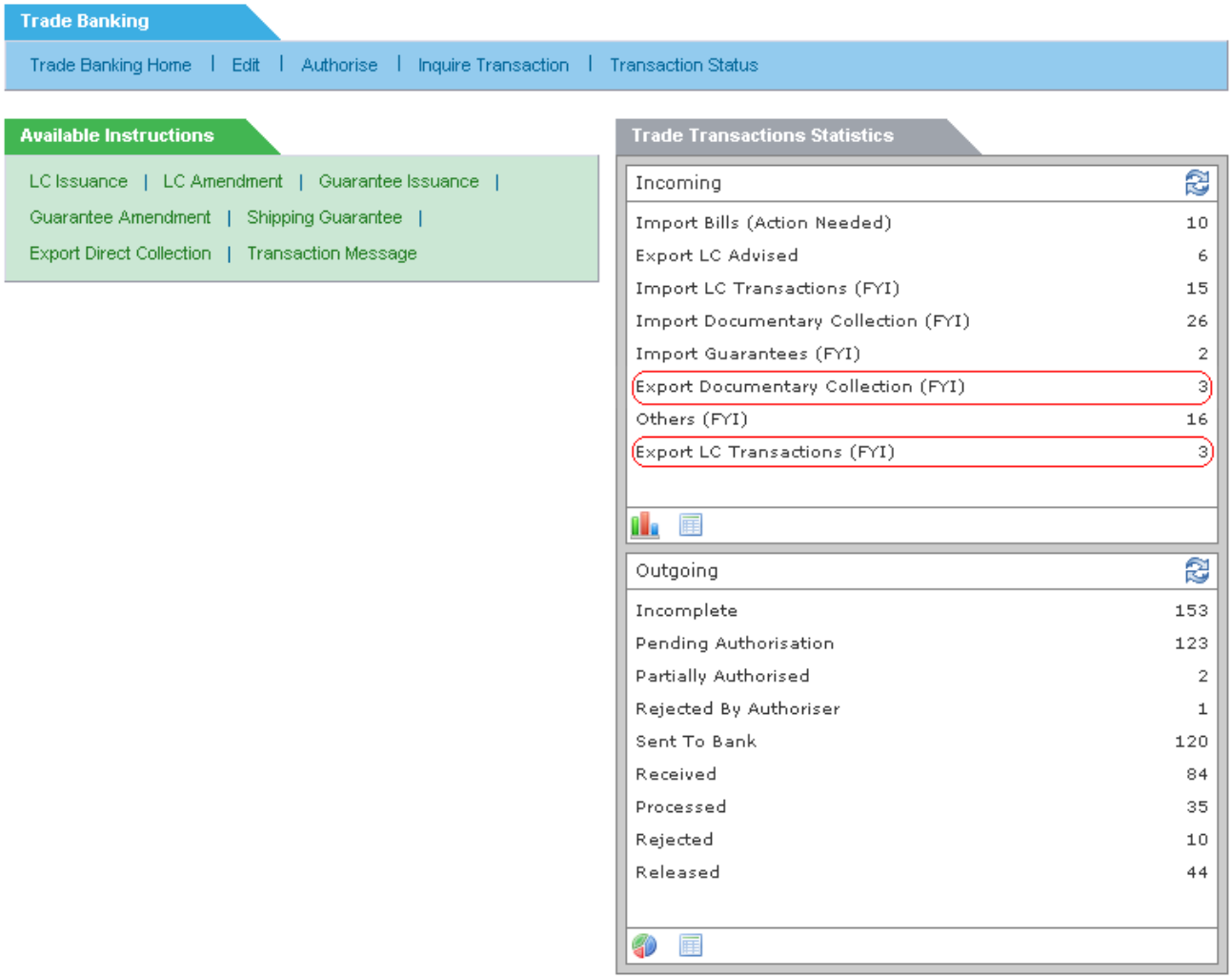
Account Number	Conditional	Dropdown	Generic	Select from the dropdown any of your account numbers that you wish to get debited for the fee item selected. This field is mandatory only if the value selected in Charges flag is 'All charges are for the account of Applicant'. If 'All charges' selected in banking charge only one account field will be enabled.
Customer Instructions	Mandatory	Text area	Generic	Enter any specific instructions in the Export LC Advising application that you want the Bank to act on. User can also select the pre-defined text from Clause library by clicking on the "Select Clause' link besides it.

There are five action buttons present at the top and bottom of the LC Advising screen which are described below.

Button	Description
Save as Draft	This button helps the user to save the entered information as a draft which can be edited later and released once all the required fields are completely filled in.
Save with Validation	This button helps the user to save the LC Advising transaction with business validations. This can be used later to verify, complete and send it for authorisation
Complete	Clicking this button finishes the data entry process and moves the transaction to the Authoriser's queue. The system will not allow you to complete if you have not entered all the mandatory fields.
Reset	This button clears all the fields on the LC Advise transaction and allows the user to start from the beginning.
Cancel	This button allows the user to come out from this application at any point of LC Advise response

13 Export Bills

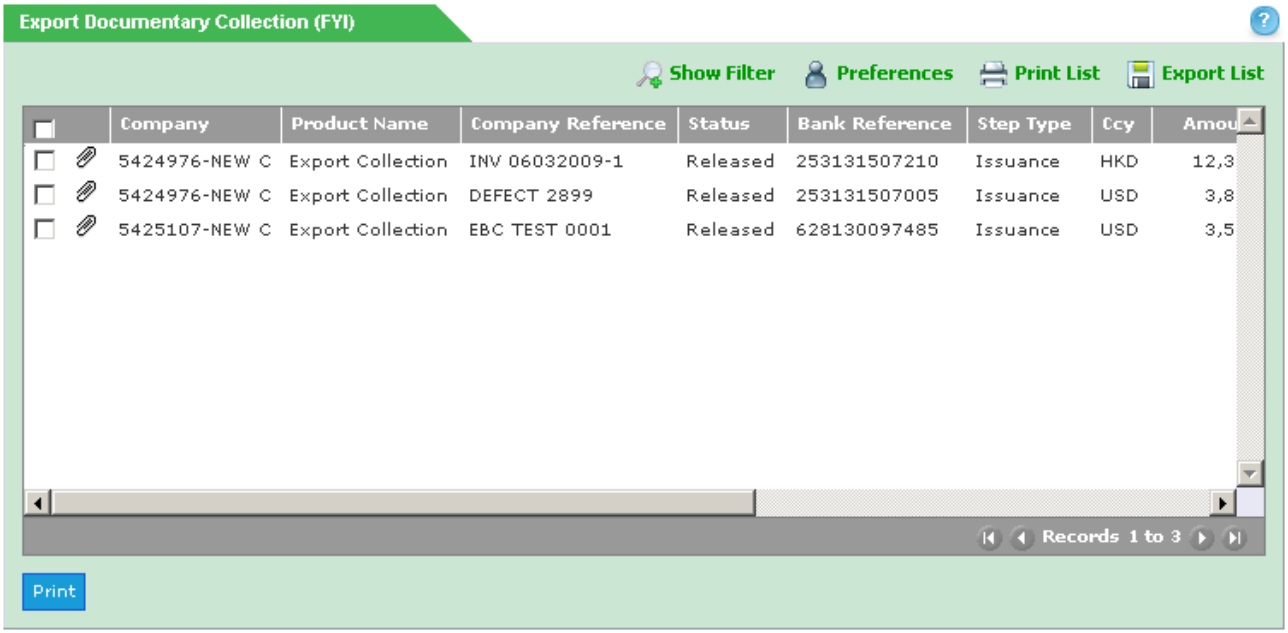
The transactions initiated by the bank related to Export Bills under collections and Export Bills under Import Letter of Credit appear under the Incoming section under Export Documentary Collection (FYI) and Export LC Transactions (FYI) folders respectively. The customer would be able to view the transaction details and advises sent by the bank in inquiry folder.


Trade Banking
Trade Banking Home | Edit | Authorise | Inquire Transaction | Transaction Status
Available Instructions
LC Issuance | LC Amendment | Guarantee Issuance |
Guarantee Amendment | Shipping Guarantee |
Export Direct Collection | Transaction Message
Trade Transactions Statistics
Incoming
Import Bills (Action Needed) 10
Export LC Advised 6
Import LC Transactions (FYI) 15
Import Documentary Collection (FYI) 26
Import Guarantees (FYI) 2
Export Documentary Collection (FYI) 3
Others (FYI) 16
Export LC Transactions (FYI) 3
Outgoing
Incomplete 153
Pending Authorisation 123
Partially Authorised 2
Rejected By Authoriser 1
Sent To Bank 120
Received 84
Processed 35
Rejected 10
Released 44

Screen 13.0

13.1 Export Collections Flow

On clicking the Export Documentary Collection (FYI) hyperlink, user will be able to view all their Export Bill transactions by the bank as shown in screen 13.1.
The user can use the 'Show Filter" link to search for the specific transaction. The users can only inquiry. The detail steps processed will be available for the customer in inquiry mode.

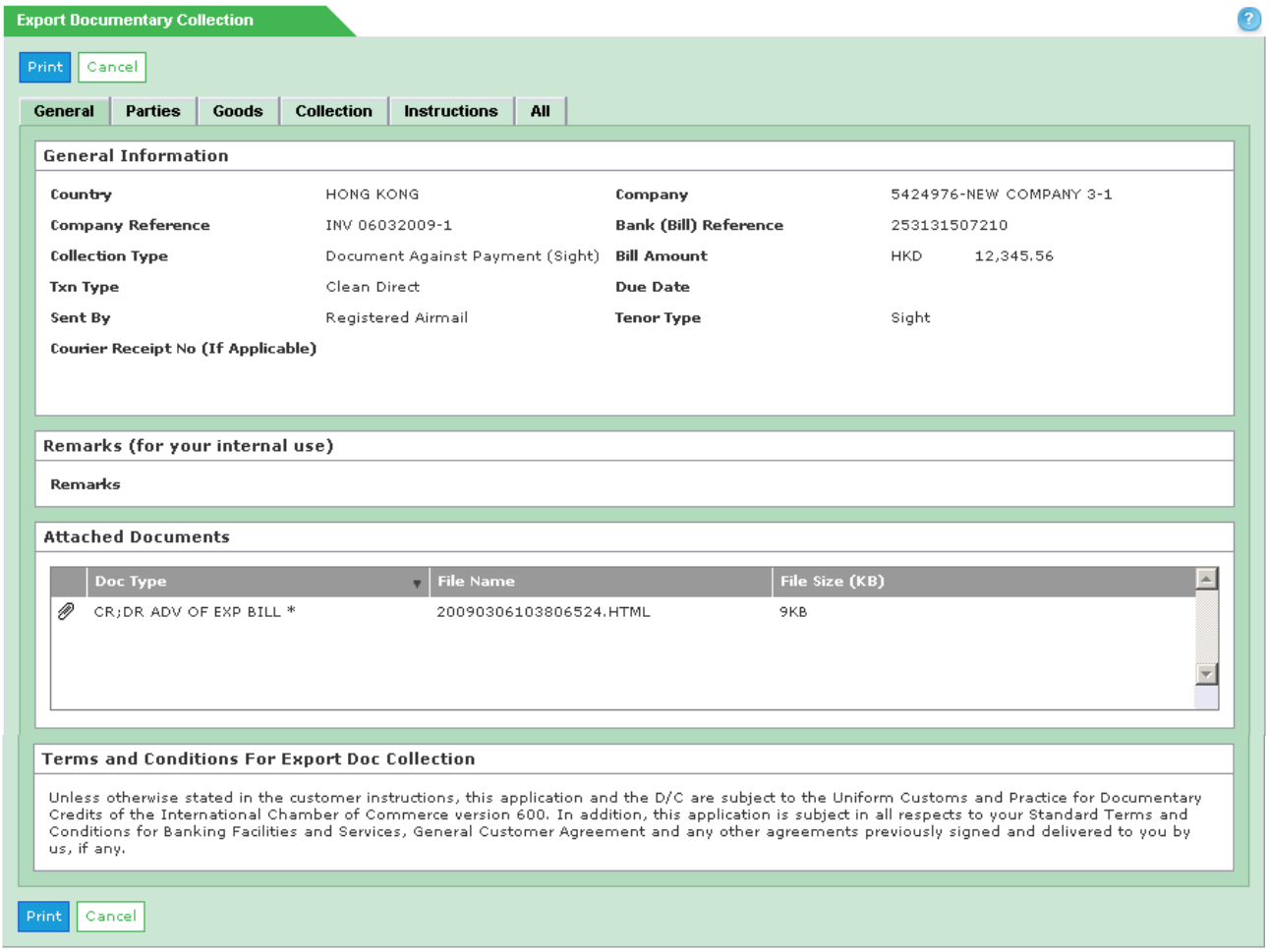


Screen 13.1

The user can click on the individual transaction to view the transaction details and any advices generated for their Export Bill transactions. All the values are display only and user is not allowed to modify transaction details.
The details are captured in the various fields available under different tabs such as General, Parties, Goods, Collection and Instructions. To view all the details in a single flow click on the 'All' tab. The various tabs are described below in the order of their appearance.

13.1.1 General

This tab displays the basic information on the Export Collection Bills. The Export collection advices generated by the Bank can be downloaded from this screen.



Screen 13.1.1

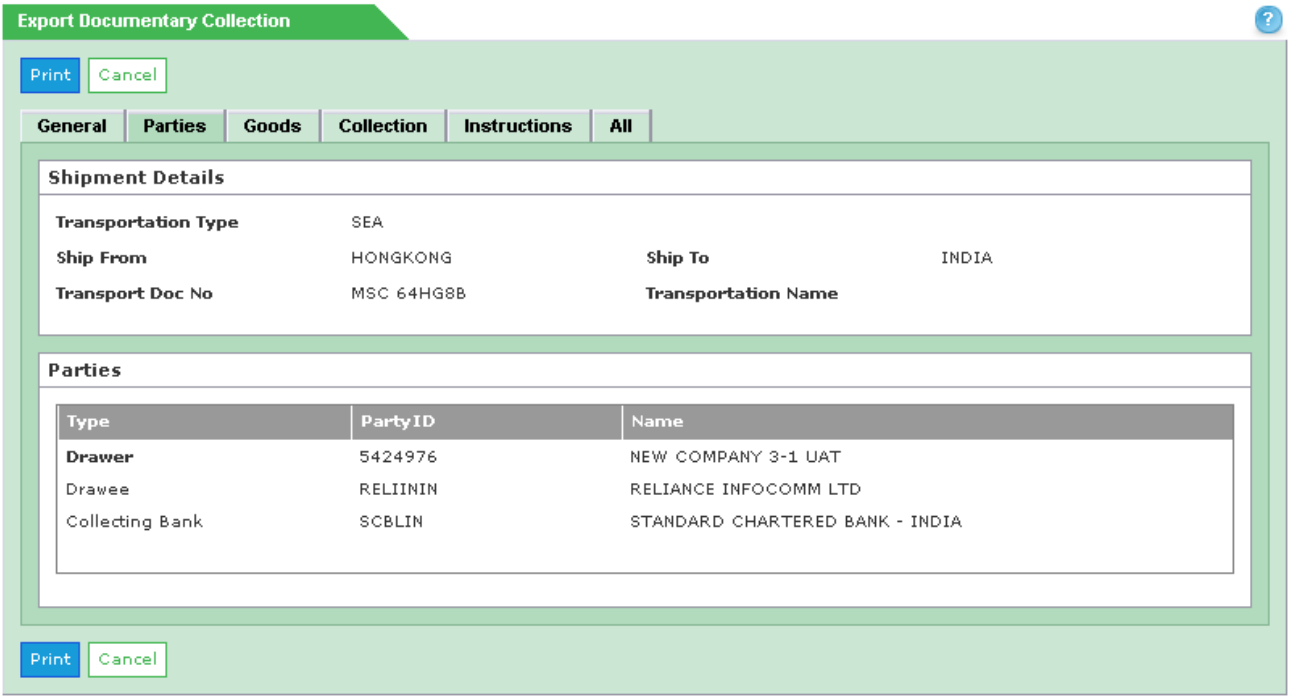
The various fields under this section are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Country		Display	Generic	
Company		Display	Generic	This is the name of the company
Company Reference		Display	Generic	The reference number of customer for transaction
Bank (Bill) Reference		Display	Generic	Bank Bill Reference no
Collection Type		Display	Generic	The type of collection mentioned whether the collection is Document Against Payment or Document Against Acceptance
Bill Amount		Display	Generic	The Export collection amount and currency of transaction.
Transaction Type		Display	Generic	The transaction type is ‘Clean Direct’.
Due Date		Display	Generic	Date when the collection is due for payment
Sent By		Display	Generic	Delivery mode of relevant Documents for e.g. DHL, Hand, Mail etc
Tenor Type		Display	Generic	Whether the bill is sight or Usance.
Courier Receipt No (If applicable)		Display	Generic	Number of courier receipt if you have any arrangement with courier service company
Remarks		Display	Generic	This is the comments on the transaction for the customer internal use.

Attached Documents		File Download	Customer specific	If required by the bank this will be enabled for the user to upload any text or supporting document when responding on Import Collection transaction

13.1.2 Parties

This section captures all the basic information on various Parties involved in the Export Collection transaction. All the information on this tab is for display purpose only and cannot be editable.



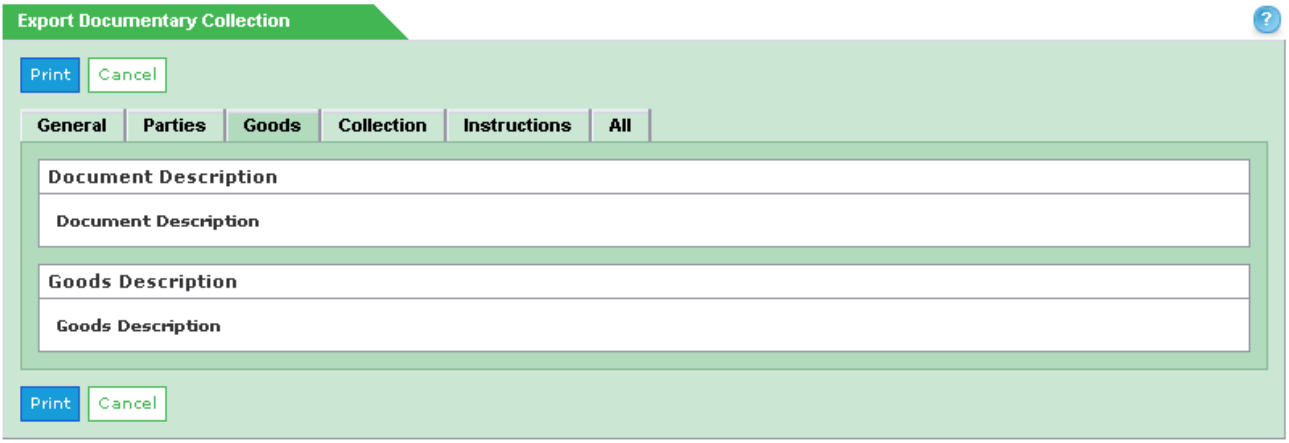
Screen 13.1.2

The various fields under this section are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Transportation Type		Display	Generic	Mode of transportation to send the goods such as Air, Sea, Local Delivery, Parcel Post etc
Ship From		Display	Generic	Shipment of goods from this location
Ship To		Display	Generic	Shipment of goods to this destination
Transport Doc No		Display	Generic	Reference Number on shipping document
Transportation Name		Display	Generic	Name of transport to send the goods
Party Type		Display	Generic	This identifies various kind of parties involved in the Export Collection transaction for e.g. Drawer, Drawee and Collecting Bank
Party Name		Display	Generic	This is the name of the Drawer, Drawee or Collection Bank based on the party selection
Party ID		Display	Generic	This denotes the identification number given to the party for e.g. If type is Drawer, then it is the customer id given by the Bank
Party Address		Display	Generic	This denotes the address of the respective parties

13.1.3 Goods

This section captures the details of documents submitted for collection and the description of Goods covered under the Documentary collection. All the information in this tab is for display purpose only and cannot be editable.



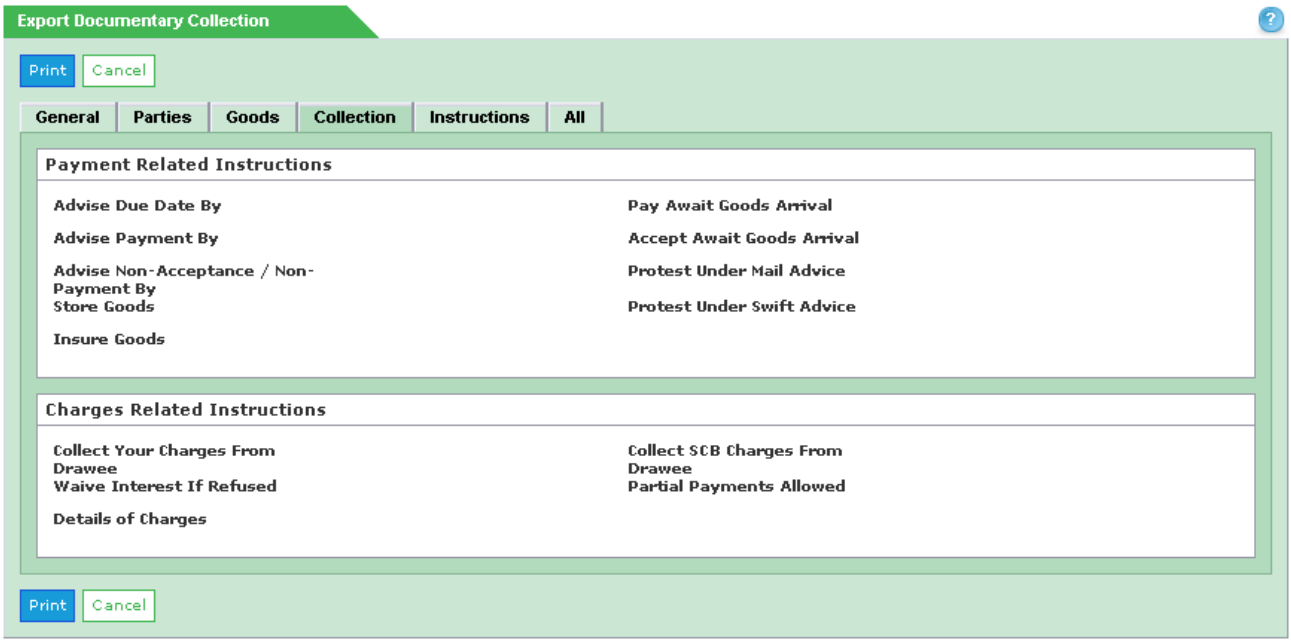
Screen 13.1.3

The various fields under this section are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Document Description		Display	Generic	The details of documents submitted for collection is specified in this field.
Goods Description		Display	Generic	Description of Goods covered under the Documentary collection

13.1.4 Collection

This section captures the Collection terms and any charges involved. All the information in this tab is for display purpose only and cannot be editable.



Screen 13.1.4

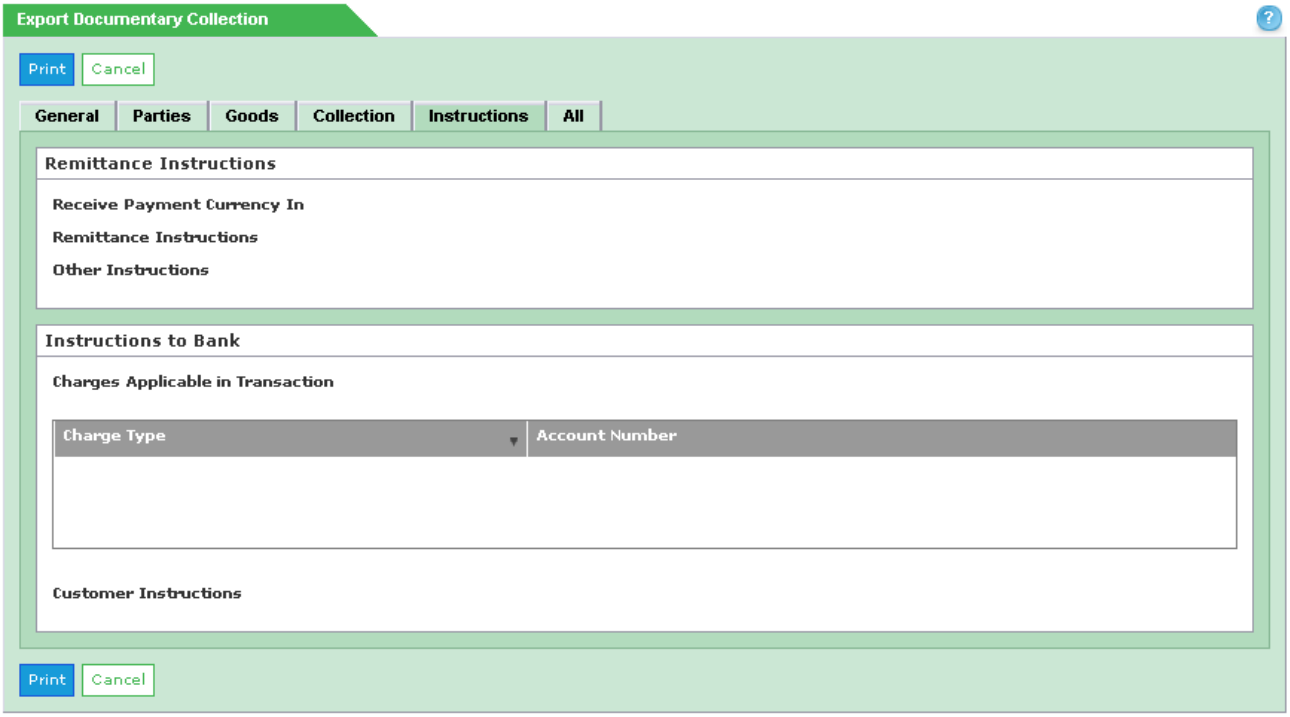
The various fields under this section are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Advise Due Date By		Display	Generic	Specify how due date should be advised e.g. Mail, Telex etc.
Pay Await Goods Arrival		Display	Generic	Specify whether payment can wait until goods arrival. The various values are: • *Not Applicable - Not applicable* • *Prohibited - Payment of bills cannot be deferred until arrival of goods.* • *Yes - Payment of bills can be deferred until arrival of goods.*
Advise Payment By		Display	Generic	Specify how payment should be advised e.g. Mail, Telex etc.
Accept Await Goods Arrival		Display	Generic	Specify whether acceptance of bills can wait until goods arrival. • *Not Applicable - Not applicable* • *Prohibited - Acceptance of bills cannot be deferred until arrival of goods.* • *Yes - Acceptance of bills can be deferred until arrival of goods*
Advise Non-Acceptance / Non-Payment By		Display	Generic	Specify how advice should be sent in case of payment / acceptance refused by drawee e.g. Mail, Telex etc.
Protest Under Mail Advice		Display	Generic	Specify whether a Protest (a legal process) should be taken in case of unpaid and /or un-acceptance and advice remitting bank by mail.
Store Goods		Display	Generic	Specify whether Store goods are required if not discharged.
Protest Under Swift Advice		Display	Generic	Specify whether a Protest (a legal process) should be taken in case of unpaid and /or un-acceptance and advise remitting bank by SWIFT.
Insure Goods		Display	Generic	Specify whether insure goods are required if not discharged.
Collect Your Charges from Drawee		Display	Generic	Specify whether Collecting Bank's charges (overseas charges) are for account of Drawee. • *No - Overseas charges are not for account of Drawee, can be deducted from proceeds.* • *Yes, Waive if refused - Overseas charges are for account of Drawee, may be waived if refused. Documents can be released to Drawee.* • *Yes, Cannot Waive - Overseas charges are for account of Drawee, cannot be waived. If refused, documents cannot be released.*
Collect SCB Charges from Drawee		Display	Generic	Specify whether Remitting Bank's charges (local charges) are for account of Drawee. • *No - Local charges are not for account of Drawee.* • *Yes, Waive if refused - Local charges are for account of Drawee, may be waived if refused. Documents can be released to Drawee.* • *Yes, Cannot Waive- Local charges are for account of Drawee, cannot be waived. If refused, documents cannot be released.*

Waive Interest if Refused		Display	Generic	Specify whether interest can be waived. • *Not Applicable - Not applicable.* • *Prohibited - Collect interest from Drawee cannot be waived. If refused, documents cannot be released.* • *Yes - Collect interest from Drawee, may be waived if refused. Documents can be released to Drawee*
Partial Payments Allowed		Display	Generic	Specify whether the partial payments are allowed
Details of Charges		Display	Generic	Specifies details of the charges

13.1.5 Instructions

This section captures the Remittance instructions and any other instructions not forming part of the Collection. All the information in this tab is for display purpose only and cannot be editable.



Screen 13.1.5

The various fields under this section are shown in the below table.

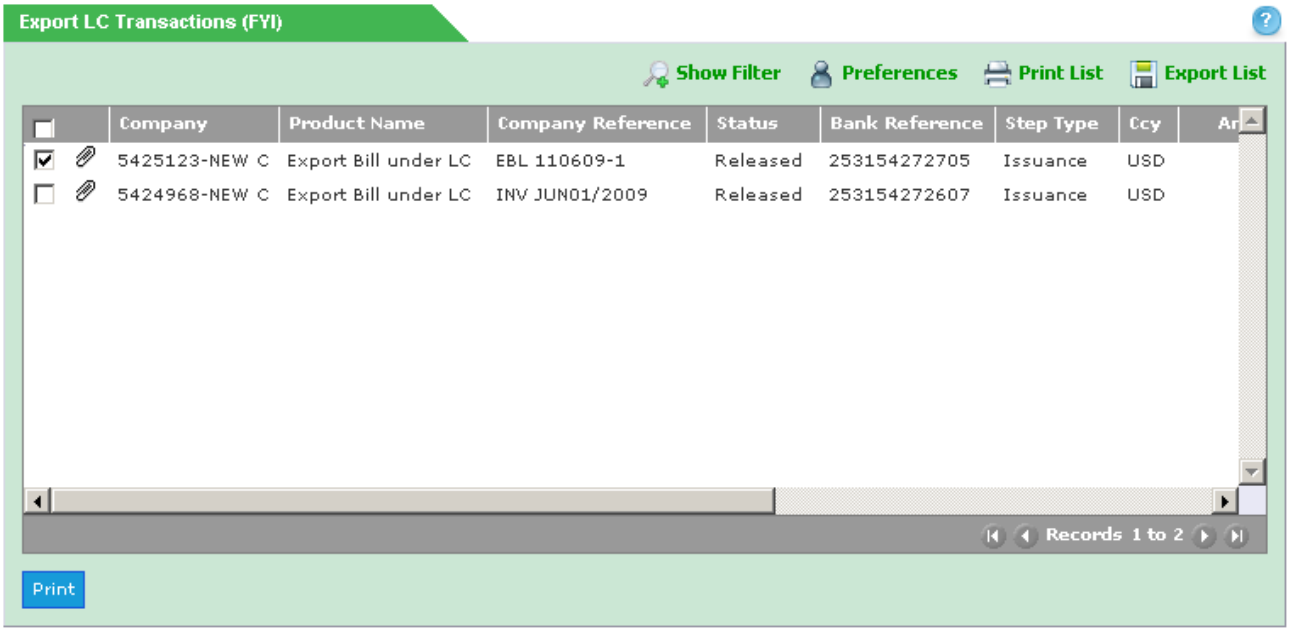
Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Receive Payment Currency In		Display	Generic	Remitting currency
Remittance Instructions		Display	Generic	Any instructions on the remittance
Other Instructions		Display	Generic	Any other instructions regarding the collection
Charge Type		Display	Generic	Different types of charges
Account Number		Display	Generic	Account number to deduct any charges from
Customer Instructions		Display	Generic	Any instruction to SCB not forming part of the collection

There are two action buttons present at the top and bottom of the Export Collections screen which are described below.

Button	Description
Print	This button helps the user to print the information of Export Collection transaction
Cancel	This button helps the user to cancel the operation and return back to the previous screen

13.2 Export Bills under LC Flow

On clicking the Export LC Transactions (FYI) hyperlink, user will be able to view all their Export Bills under LC by the bank as shown in below screen 13.2.
The user can use the 'Show Filter" link to search for the specific transaction. The users can only inquiry. The detail steps processed will be available for the customer in inquiry mode.

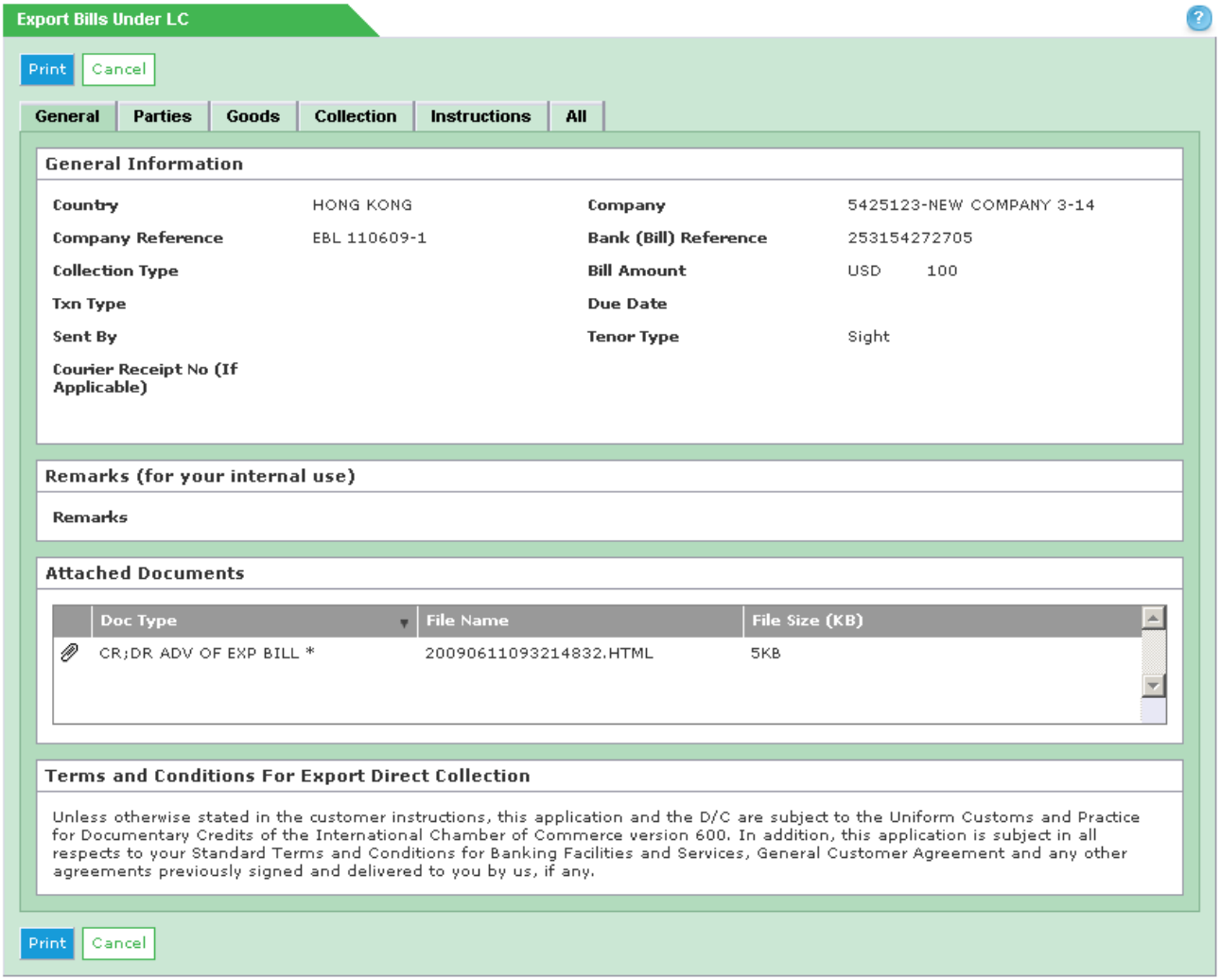


Screen 13.2

The user can click on the individual transaction to view the transaction details and any advices generated for their Export Bill transactions. All the values are display only and user is not allowed to modify transaction details.
The details are captured in the various fields available under different tabs such as General, Parties, Goods, Collection and Instructions. To view all the details in a single flow click on the 'All' tab. The various tabs are described below in the order of their appearance.

13.2.1 General

This tab displays the basic information on the Export Bills under LC. The advices generated by the Bank can be downloaded from this screen.



Screen 13.2.1

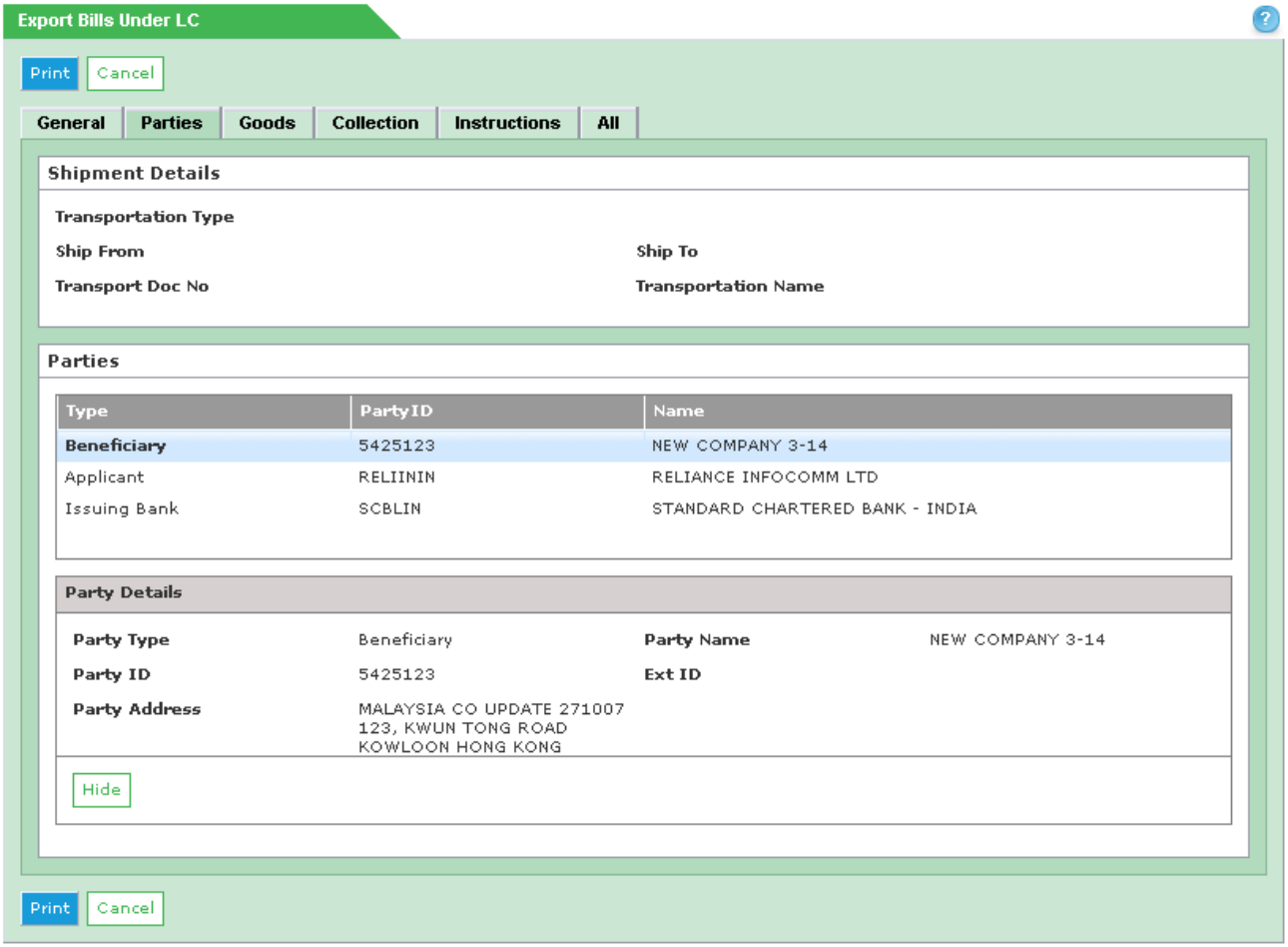
The various fields under this section are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Country		Display	Generic	
Company		Display	Generic	This is the name of the company
Company Reference		Display	Generic	The reference number of customer for transaction
Bank (Bill) Reference		Display	Generic	Bank Bill Reference no
Collection Type		Display	Generic	The type of collection mentioned whether the collection is Document Against Payment or Document Against Acceptance
Bill Amount		Display	Generic	The Export collection amount and currency of transaction.
Transaction Type		Display	Generic	The transaction type is ‘Clean Direct’.
Due Date		Display	Generic	Date when the collection is due for payment
Sent By		Display	Generic	Delivery mode of relevant Documents for e.g. DHL, Hand, Mail etc
Tenor Type		Display	Generic	Whether the bill is sight or Usance.
Courier Receipt No (If applicable)		Display	Generic	Number of courier receipt if you have any arrangement with courier service company

Remarks		Display	Generic	This is the comments on the transaction for the customer internal use.
Attached Documents		File Download	Customer specific	If required by the bank this will be enabled for the user to upload any text or supporting document when responding on Import Collection transaction

13.2.2 Parties

This section captures all the basic information on various Parties involved in the Export Bill under LC transaction. All the information on this tab is for display purpose only and cannot be editable.



Screen 13.2.2

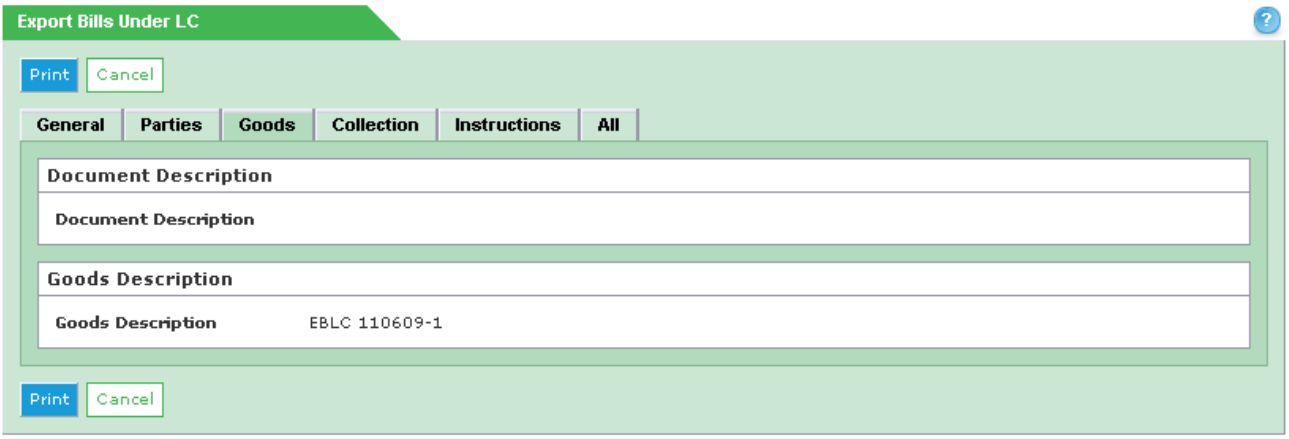
The various fields under this section are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Transportation Type		Display	Generic	Mode of transportation to send the goods such as Air, Sea, Local Delivery, Parcel Post etc
Ship From		Display	Generic	Shipment of goods from this location
Ship To		Display	Generic	Shipment of goods to this destination
Transport Doc No		Display	Generic	Reference Number on shipping document
Transportation Name		Display	Generic	Name of transport to send the goods
Party Type		Display	Generic	This identifies various kind of parties involved in the Export Collection transaction for e.g. Beneficiary, Applicant and Issuing Bank

Party Name		Display	Generic	This is the name of the Beneficiary, Applicant or Issuing Bank based on the party selection
Party ID		Display	Generic	This denotes the identification number given to the party for e.g. If type is Beneficiary, then it is the customer id given by the Bank
Party Address		Display	Generic	This denotes the address of the respective parties

13.2.3 Goods

This section captures the details of documents submitted for collection and the description of Goods covered under the Documentary collection. All the information in this tab is for display purpose only and cannot be editable.



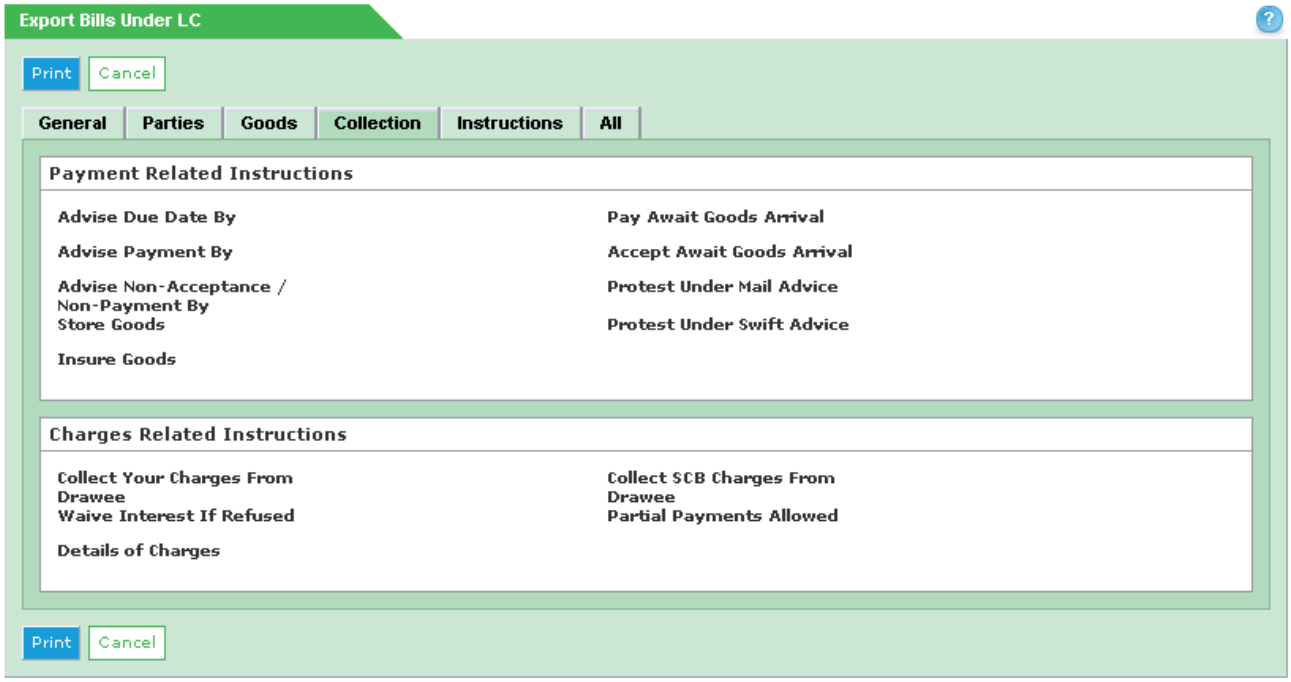
Screen 13.2.3

The various fields under this section are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Document Description		Display	Generic	The details of documents submitted for collection is specified in this field.
Goods Description		Display	Generic	Description of Goods covered under the Documentary collection

13.2.4 Collection

This section captures the Collection terms and any charges involved. All the information in this tab is for display purpose only and cannot be editable.



Screen 13.2.4

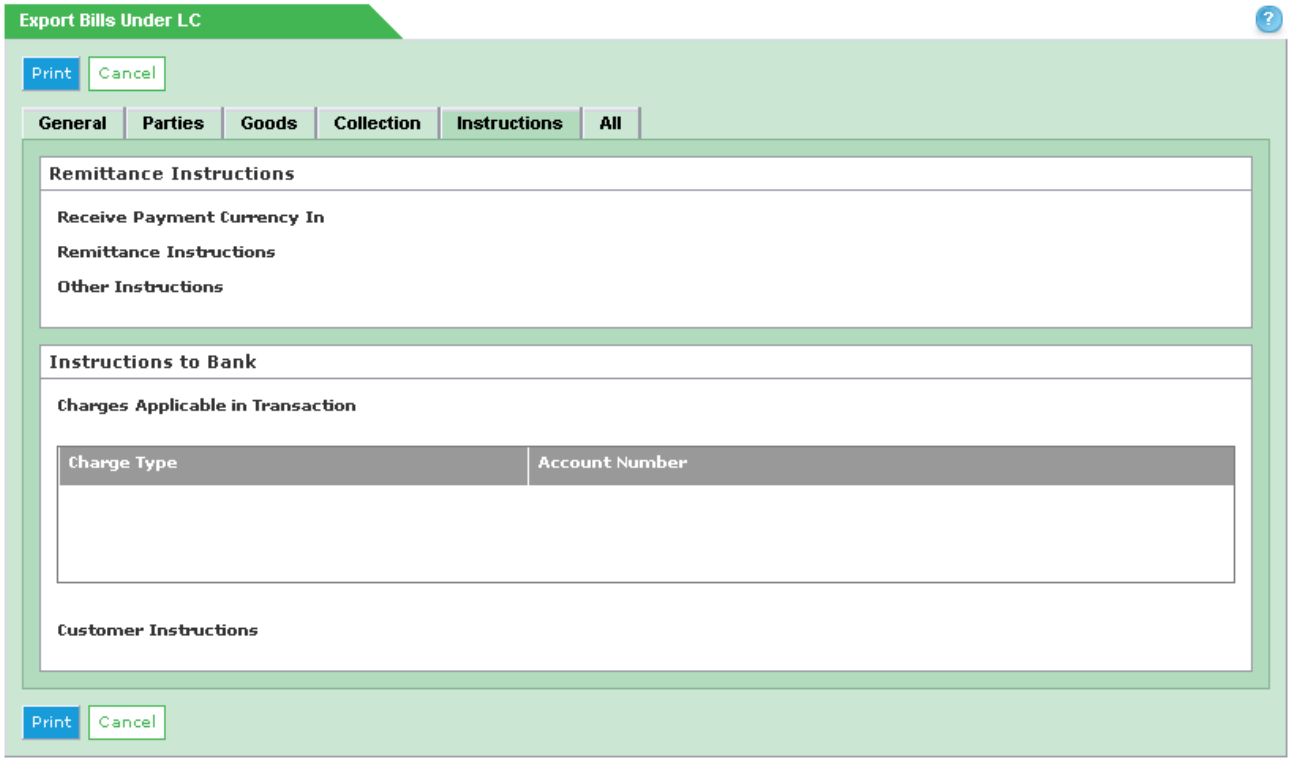
The various fields under this section are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Advise Due Date By		Display	Generic	Specify how due date should be advised e.g. Mail, Telex etc.
Pay Await Goods Arrival		Display	Generic	Specify whether payment can wait until goods arrival. The various values are: • *Not Applicable - Not applicable* • *Prohibited - Payment of bills cannot be deferred until arrival of goods.* • *Yes - Payment of bills can be deferred until arrival of goods.*
Advise Payment By		Display	Generic	Specify how payment should be advised e.g. Mail, Telex etc.
Accept Await Goods Arrival		Display	Generic	Specify whether acceptance of bills can wait until goods arrival. • *Not Applicable - Not applicable* • *Prohibited - Acceptance of bills cannot be deferred until arrival of goods.* • *Yes - Acceptance of bills can be deferred until arrival of goods.*
Advise Non-Acceptance / Non-Payment By		Display	Generic	Specify how advice should be sent in case of payment / acceptance refused by drawee e.g. Mail, Telex etc.
Protest Under Mail Advice		Display	Generic	Specify whether a Protest (a legal process) should be taken in case of unpaid and /or un-acceptance and advice remitting bank by mail.
Store Goods		Display	Generic	Specify whether Store goods are required if not discharged.

Protest Under Swift Advice		Display	Generic	Specify whether a Protest (a legal process) should be taken in case of unpaid and /or un-acceptance and advise remitting bank by SWIFT
Insure Goods		Display	Generic	Specify whether insure goods are required if not discharged.
Collect Your Charges from Drawee		Display	Generic	Specify whether Collecting Bank's charges (overseas charges) are for account of Drawee. • *No - Overseas charges are not for account of Drawee, can be deducted from proceeds.* • *Yes, Waive if refused - Overseas charges are for account of Drawee, may be waived if refused. Documents can be released to Drawee.* • *Yes, Cannot Waive - Overseas charges are for account of Drawee, cannot be waived. If refused, documents cannot be released.*
Collect SCB Charges from Drawee		Display	Generic	Specify whether Remitting Bank's charges (local charges) are for account of Drawee. • *No - Local charges are not for account of Drawee.* • *Yes, Waive if refused - Local charges are for account of Drawee, may be waived if refused. Documents can be released to Drawee.* • *Yes, Cannot Waive- Local charges are for account of Drawee, cannot be waived. If refused, documents cannot be released.*
Waive Interest if Refused		Display	Generic	Specify whether interest can be waived. • *Not Applicable - Not applicable.* • *Prohibited - Collect interest from Drawee cannot be waived. If refused, documents cannot be released.* • *Yes - Collect interest from Drawee, may be waived if refused. Documents can be released to Drawee*
Partial Payments Allowed		Display	Generic	Specify whether the partial payments are allowed
Details of Charges		Display	Generic	Specifies details of the charges

13.2.5 Instructions

This section captures the Remittance instructions and any other instructions not forming part of the Collection. All the information in this tab is for display purpose only and cannot be editable.



Screen 13.2.5

The various fields under this section are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Receive Payment Currency In		Display	Generic	Remitting currency
Remittance Instructions		Display	Generic	Any instructions on the remittance
Other Instructions		Display	Generic	Any other instructions regarding the collection
Charge Type		Display	Generic	Different types of charges
Account Number		Display	Generic	Account number to deduct any charges from
Customer Instructions		Display	Generic	Any instruction to SCB not forming part of the collection

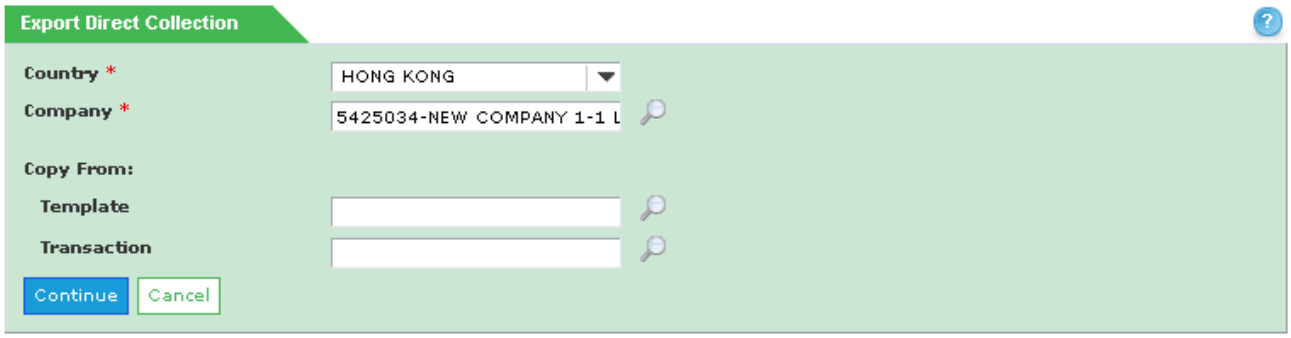
There are two action buttons present at the top and bottom of the Export Bills under LC screen which are described below.

Button	Description
Print	This button helps the user to print the information of Export Collection transaction
Cancel	This button helps the user to cancel the operation and return back to the previous screen

14 Export Direct Collections

This service allows our client to initiate and send Export Direct Collection application to SCB. It allows them to generate the covering schedule with all terms and conditions and send shipment documents directly to the collecting Bank on SCB letterhead.

On clicking the 'Export Direct Collection' link under Available Instructions, the user will be taken to the following page (Screen 14.0).



Screen 14.0

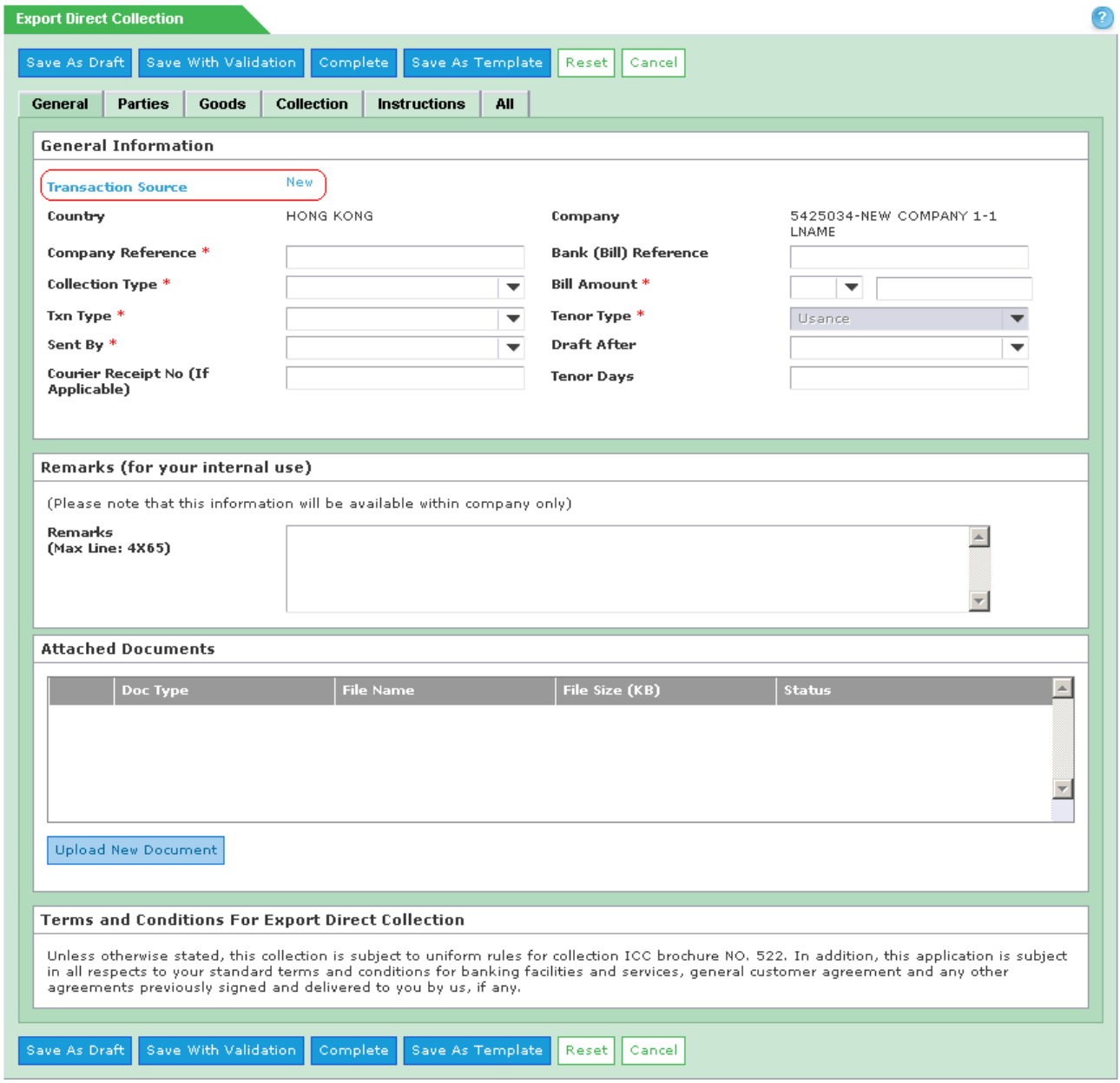
The user has to select the country from drop-down list, Company ID OR Company Name by clicking on the magnifying icon besides Company text field and then choose any of the four options provided below to create the export direct collection application.

Options to create EDC application	Description
New EDC application	Select the Country and Company from the list. Click on continue button to create a new EDC transaction from a blank form.
Copy From Template	Select the template by clicking on the magnifying glass icon besides Template text field. After selecting the template, click on the Continue button to use the template data in the EDC application.
Copy From Transaction	Select any existing successful transaction from Transactions list box by clicking on the icon besides Transaction text field. This option will allow the user to create EDC application from existing transaction. After selecting the transaction, click on the Continue button to proceed with the EDC application.
Cancel button	Click on this button to cancel this process and return back to the Trade Banking home page

14.1 Create EDC Application in 3 Steps

14.1.1 New EDC Application

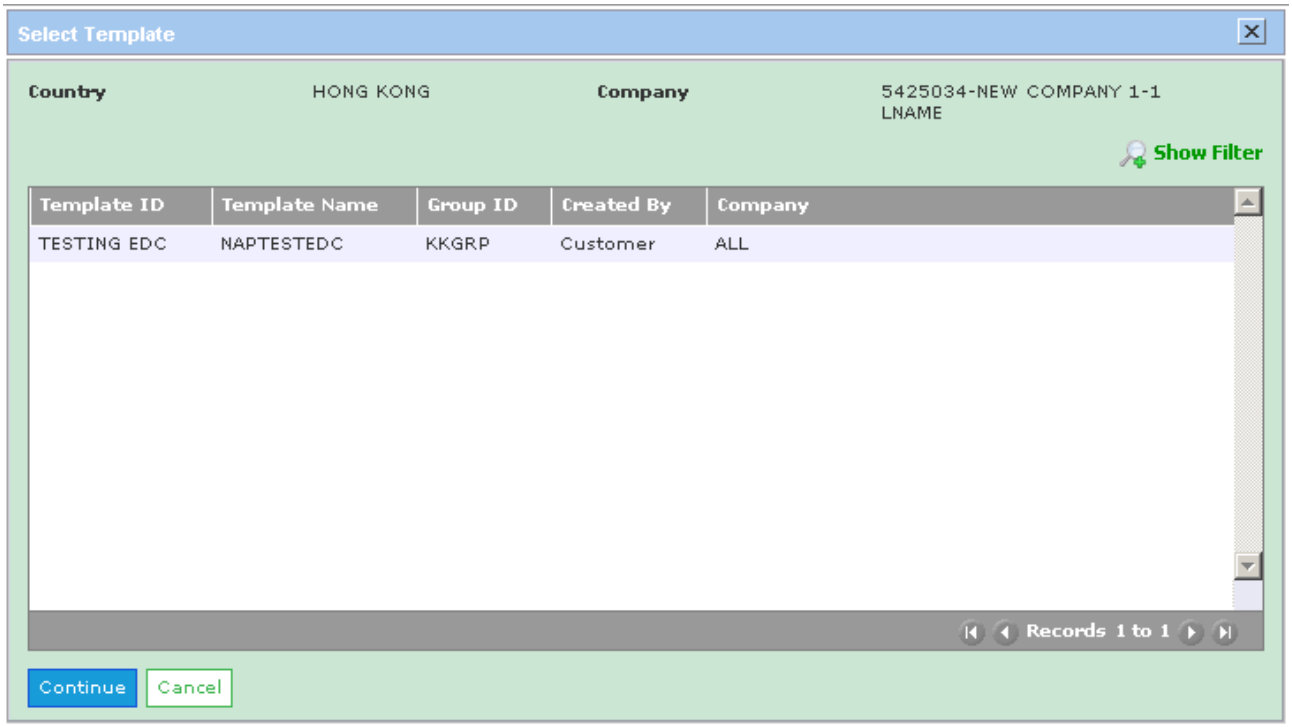
When the user chooses to create EDC from a fresh and blank application form, a new transaction form is opened with no preset values, to input the transaction details. The source of the transaction is displayed as 'New' as shown in screen 14.1.1 below.



Screen 14.1.1

14.1.2 Create EDC from Template

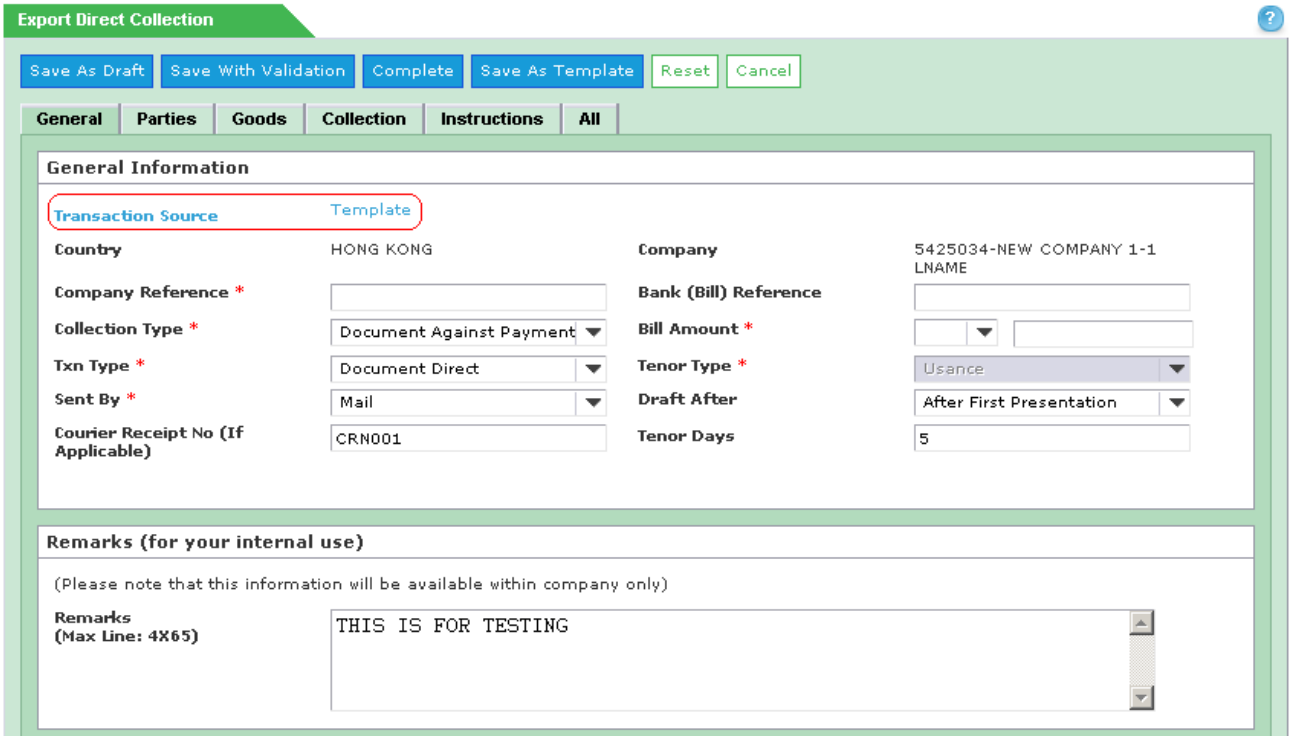
When the user clicks on the icon besides Template field, a list of templates created for Export Direct Collection will be displayed as shown in screen 14.1.2a. User can also use the show filter link to search a specific template from which they want to copy the details to a new transaction. Select a template from the list and click Continue, which then takes the user to the original EDC application form. The application form will populate all the details from the selected template, thus reducing the input time.



Screen 14.1.2a

On clicking 'Continue' the user will be taken to the Export Direct Collection Application Screen as shown below in screen 14.1.2b. The EDC particulars are captured in the various fields available under different tabs such as General, Parties, Goods, Collection and Instructions. To fill all the details in a single flow click on the 'All' tab.

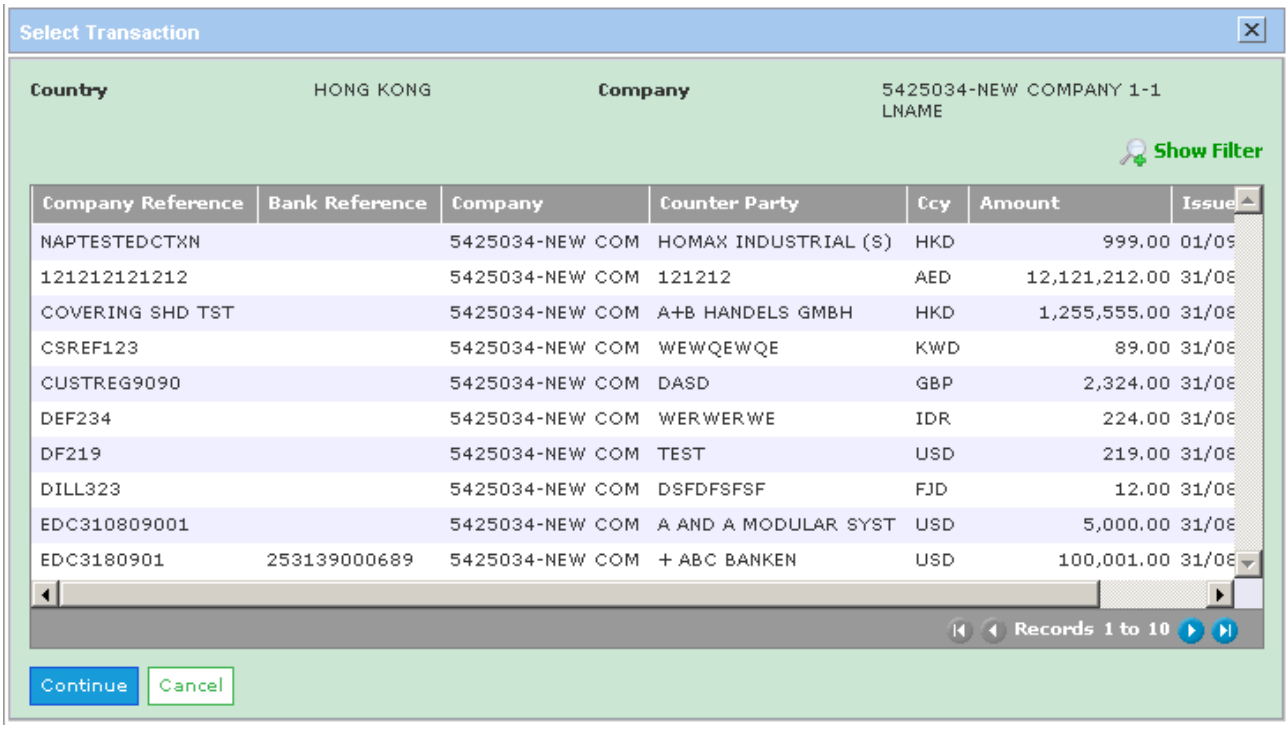
The source of the data is marked as "Template" in the Transaction Source field.



Screen 14.1.2b

14.1.3 Create EDC from Transaction

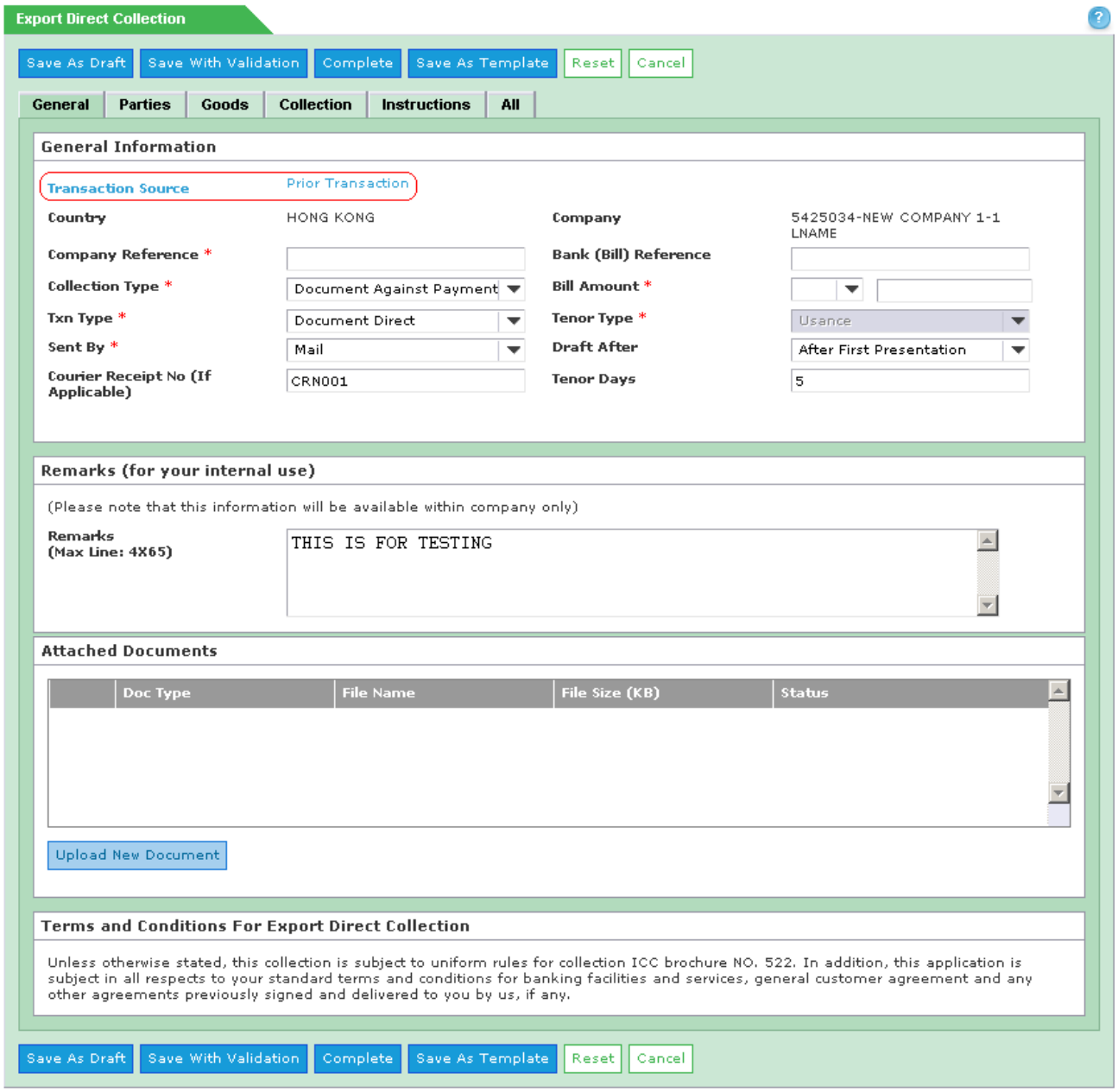
When the user clicks on the icon besides Transaction text field, a list of existing transactions created for Export Direct Collections will be displayed as shown in screen 12.1.3a. User can also use the show filter link to search a specific transaction from which they want to copy the details to a new transaction. Select a transaction from the list and click Continue, which then takes the user to the original EDC application form. The EDC application form will populate all the details from the selected transaction, thus reducing the input time.


Select Transaction
Country
HONG KONG
Company
5425034-NEW COMPANY 1-1 LNAME
Show Filter
Company Reference
Bank Reference
Company
Counter Party
Ccy
Amount
Issue
NAPTESTEDCTXN 5425034-NEW COM HOMAX INDUSTRIAL (S) HKD 999.00 01/09
121212121212 5425034-NEW COM 121212 AED 12,121,212.00 31/08
COVERING SHD TST 5425034-NEW COM A+B HANDELS GMBH HKD 1,255,555.00 31/08
CSREF123 5425034-NEW COM WEWQEWQE KWD 89.00 31/08
CUSTREG9090 5425034-NEW COM DASD GBP 2,324.00 31/08
DEF234 5425034-NEW COM WERWERWE IDR 224.00 31/08
DF219 5425034-NEW COM TEST USD 219.00 31/08
DILL323 5425034-NEW COM DSFDFSFSF FJD 12.00 31/08
EDC310809001 5425034-NEW COM A AND A MODULAR SYST USD 5,000.00 31/08
EDC3180901 253139000689 5425034-NEW COM + ABC BANKEN USD 100,001.00 31/08
Records 1 to 10
Continue
Cancel

Screen 14.1.3a

On clicking ‘Continue’ the user will be taken to the Export Direct Collection Application Screen as shown in (screen 14.1.3b). The EDC particulars are captured in the various fields available under different tabs such as General, Parties, Goods, Collection and Instructions. To fill all the details in a single flow click on the 'All' tab.

The source of the data is marked as “Prior Transaction” in the Transaction Source field.



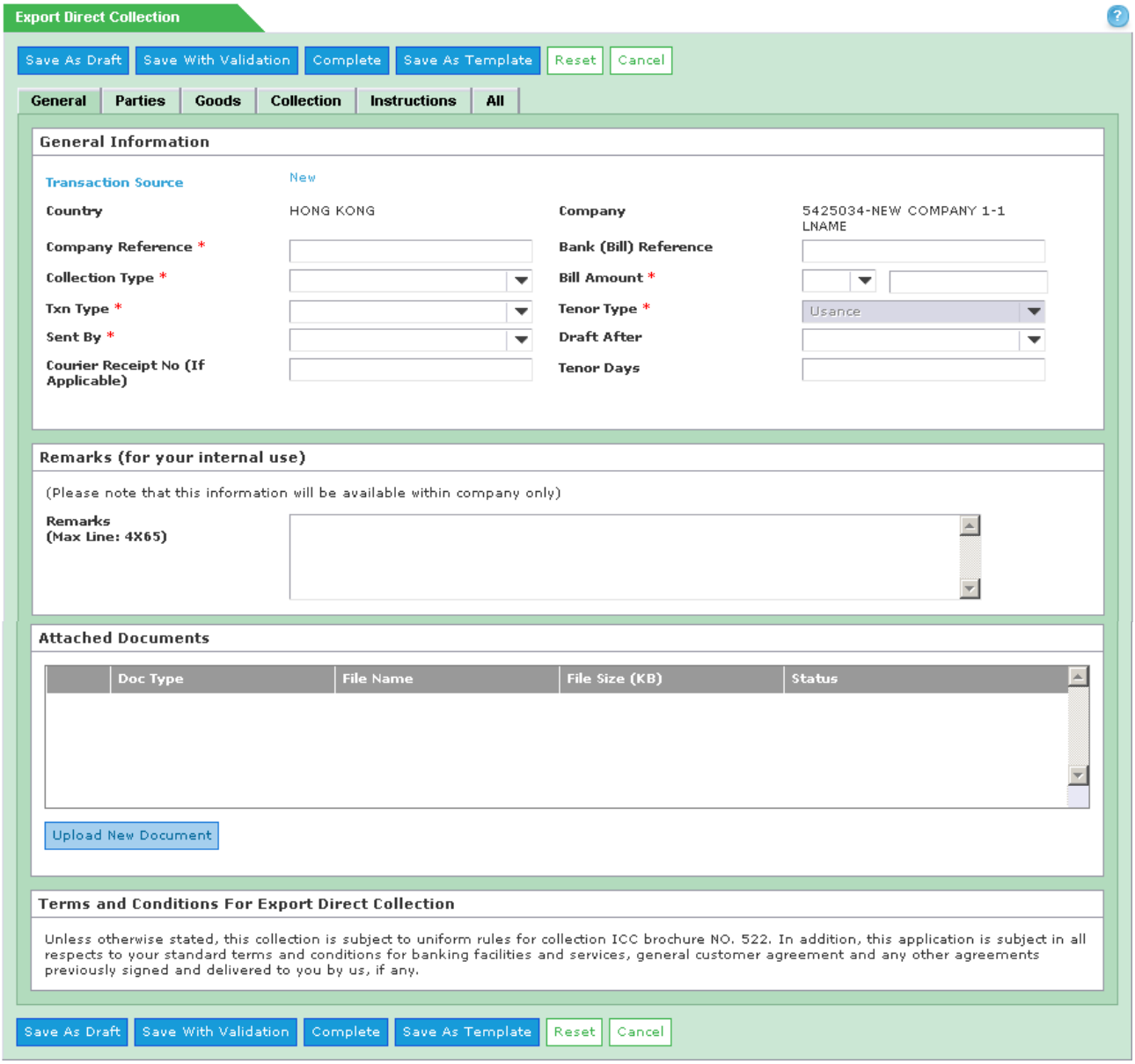
Screen 14.1.3b

14.2 Export Direct Collection Flow

The various tabs are described below in the order of their appearance.

14.2.1 General

Under this tab, screen is grouped under three different information requirements namely General Information, Remarks and Attached Documents. The user needs to fill in appropriate relevant fields. Fields marked in red asterisk * are mandatory. This tab will allow the user to capture the basic details of the Export Direct collection application and any supporting document required by the bank.



Screen 14.2.1 - General

The various fields under this section and the input guidelines are shown in the below table.

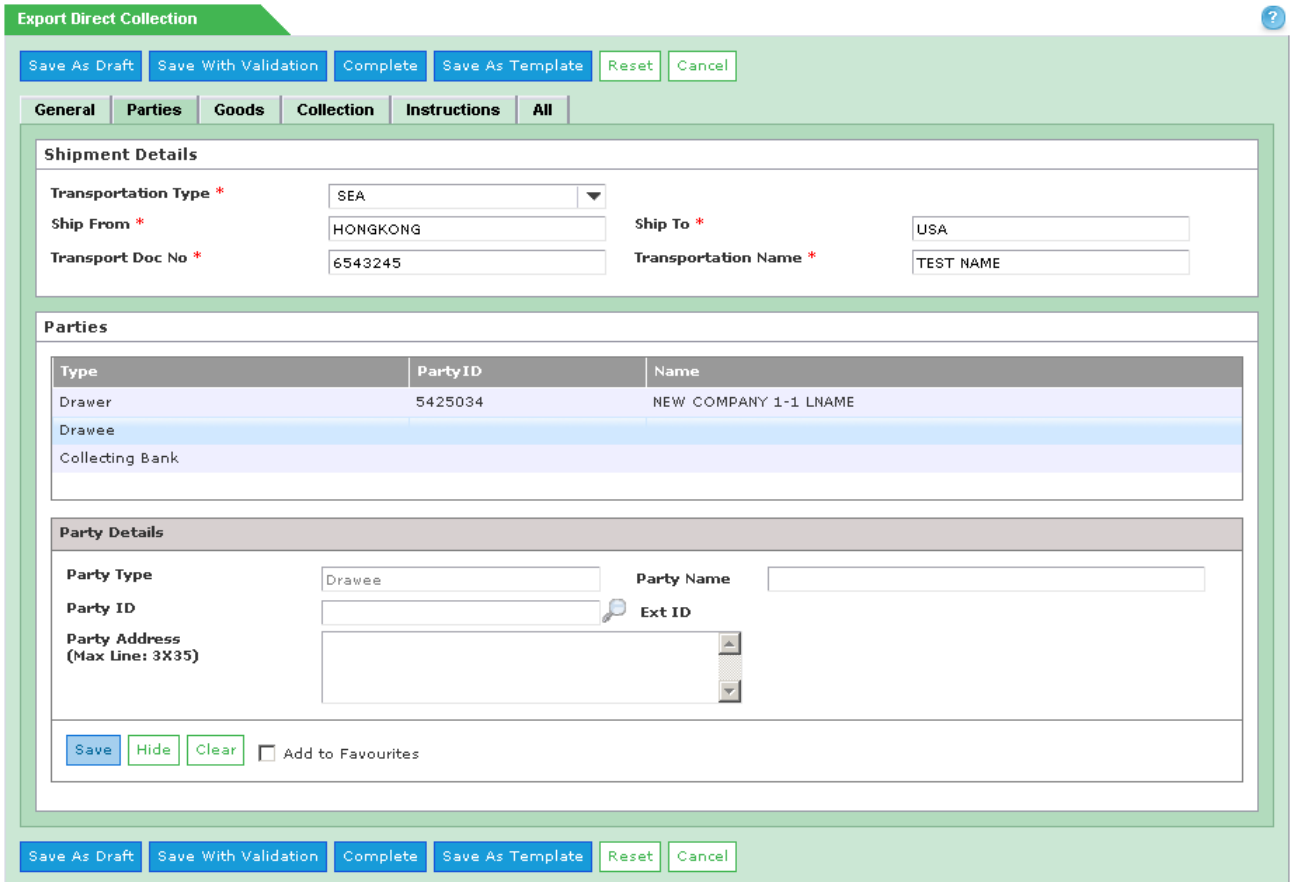
Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Company Reference	Mandatory	Text Box	Generic	A unique reference for you to identify the EDC application.

Bank (Bill) Reference	Conditional	Text Box	Customer specific	This reference number is assigned by the Bank's back-office system. Usually this value is provided to the client after the application is submitted to the Bank for processing. In cases where bank have allocated Pre-assigned reference numbers for a client, then user have to enter the number in this text box. If the value is entered by customer in this field, the check sum digit (12th digit) will be validated by the system automatically. System will also check whether the same number has been used before. If yes, the error message will be prompted to user that 'Duplicated Bank reference entered, please try again'. If Bank has not allocated any Pre- assigned reference numbers, then this field will not be available for user input.
Collection Type	Mandatory	Dropdown	Generic	Select from the dropdown which can be one of the following: • Defer Payment on Due Date • Document Against Acceptance • Document Against Payment (Sight) • Document Against Payment (Usance) • Document Against Promissory Note • Document Against Written Undertaking • Free of Payment-Receipt • Local Bills Discounted • Payment By Installments • Document Against Avalisation
Bill Currency and Amount	Mandatory	Dropdown	Generic	Select the currency from the dropdown. Enter the Amount of the Bill in the amount field.
Transaction Type	Mandatory	Dropdown	Generic	This denotes the type of collection like clean or documentary.
Tenor Type	Mandatory	Dropdown	Generic	This represents whether the payment type is Sight or Usance.
Sent By	Mandatory	Dropdown	Generic	This is dispatch mode of the documents to Collecting Bank. Select from the dropdown such as Airmail, By Hand, Courier, Express Airmail (Registered), Mail, Registered Airmail, Registered Mail, Speed Post.

Draft After	Mandatory	Dropdown	Generic	Select from the following in the List if the Payment type is Usance. • After Draft Date: After the date of draft. • After Custom Clearance: After the goods are cleared from customs. • After FDA Approval: After the goods have been approved by the Federal Drugs Administration. • After First Presentation: After the documents are first presented. • After Arrival of Goods: After the goods arrive at the destination. • After Receipt of Demand: After receipt of demand. • After Transport Doc Date: After the date on transport document, such as Bill of Lading, Airway Bill etc. • Fixed Due Date – on specific due date • From Date of Shipment –after shipment date • Sight: After presentation of documents or on demand. • Other
Due Date	Conditional	Date	Generic	If the Draft After = Fixed Due Date, then this field is enabled. This field is the maturity date of the bills. The field will be shown for below collection Type. ▪ Document Against Acceptance ▪ Document Against Written Undertaking ▪ Document Against Avalisation ▪ Document Against Promissory Note ▪ Defer Payment on Due Date ▪ Local Bills Discounted ▪ Payment By Installments If the Tenor Type is 'Usance', then the due date is mandatory.
Courier Receipt No (If Applicable)	Optional	Text Box	Generic	This field represents the reference number of the consignment.
Tenor Days	Conditional	Text Box	Generic	This field is for Payment types other than ‘Sight’. This refers to the number of tenor days.
Remarks	Optional	Alpha Numeric	Generic	Please enter any special remarks for your internal purpose
Attached Documents	Optional	File attach	Generic	Upload any supporting document if required by the bank with the EDC application
Terms and Conditions for Export Direct Collection	Non Editable	Text	Generic	This is the standard terms and conditions for EDC issuance by the bank which will be appended for every EDC application issued.

14.2.2 Parties/Shipment

This section covers all information related to the shipment and the parties involved in the Export Direct Collection transactions.
For parties, this tab allows you to maintain the Drawer, Drawee and Collecting Bank list. Click on any one of the party type and system will expand the details to be maintained as shown in the below screen.



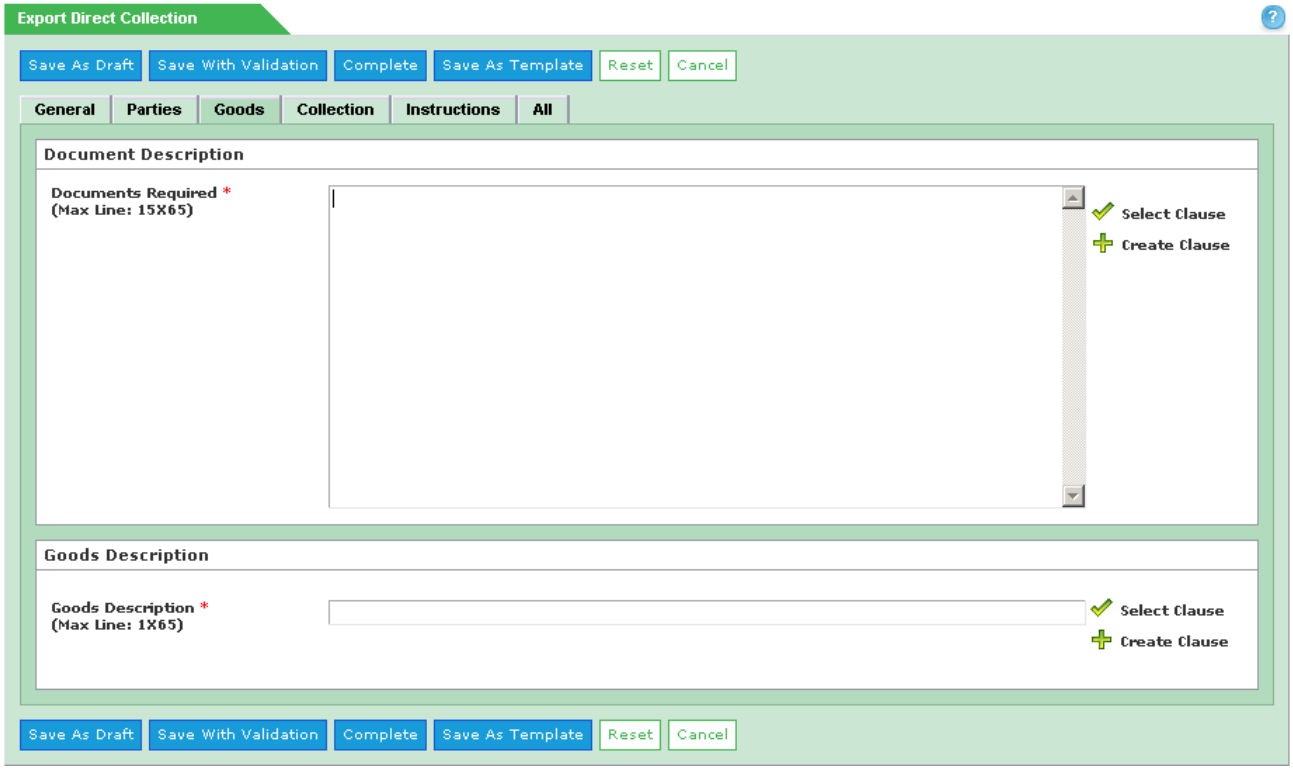
Screen 14.2.2

The various fields under this section and the input guidelines are shown in the below table.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Transportation Type	Mandatory	Dropdown	Generic	This refers to the transportation type for the goods.
Ship From	Mandatory	Text Area	Generic	Enter the name of the port of discharge of goods.
Ship To	Mandatory	Text Area	Generic	Enter the name of the port of destination of goods.
Transport Doc No	Mandatory	Text Area	Generic	This field represents the transport document number.
Transportation Name	Mandatory	Text Area	Generic	Name of the transportation Company as applicable.
Party Type	Non Editable	Non Editable	Generic	This is a non-editable field. It is the type of the party you want to create for e.g. Drawer, Drawee or Collecting Bank
Party Name	Mandatory	Text area	Generic	Enter the name of the Party
Party ID	Mandatory	Look up Icon	Generic	Click on the look up icon and select the party from the new window that displays a list of drawers, drawee or collecting bank IDs. You can also type the first few characters of the Party ID and click on lookup to get a shortlist of IDs that match your criteria.
Party Address	Mandatory	Text area	Generic	The address will automatically get updated once you have selected either the ID or the Name.
Add to Favorites		Radio button	Generic	Tick on the radio button if you want to include this party in your favorites list. This enables you to select this company from the favorites at the next instance of issuance request input.

14.2.3 Goods/Documents

This section covers the details about the goods that are going to be traded under the Export Direct Collection transaction. It also covers all the details of documents that need to be presented for payment under the Export Direct Collection transaction.

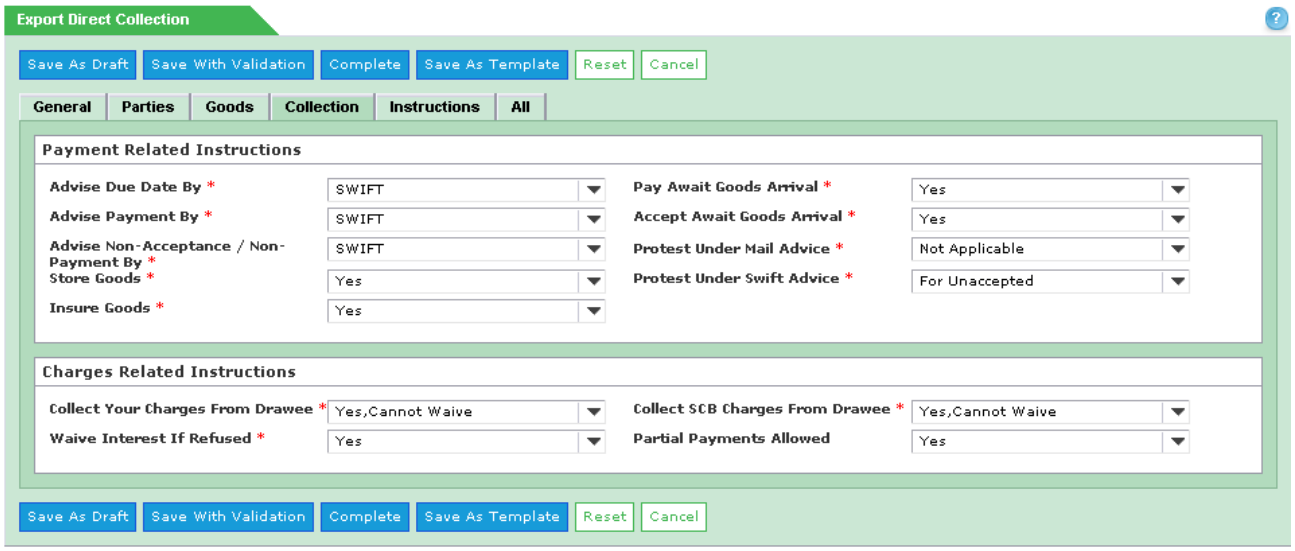


Screen 14.2.3

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Documents Required	Mandatory	Text area	Generic	Enter the list of all documents that are presented for negotiation, payment or acceptance. Also specify the number of copies required for each document. User can also select the pre-defined text from Clause library by clicking on the “Select Clause’ link besides it.
Goods Description	Mandatory	Text area	Generic	Enter the brief description of goods, unit price, if any and shipping terms as defined in the Inco terms. User can also select the pre-defined text from Clause library by clicking on the “Select Clause’ link besides it.

14.2.4 Collection

This tab covers all the additional collection terms related to Payment and Charges that the Drawer and drawee should satisfy under Export Direct Collections transaction.



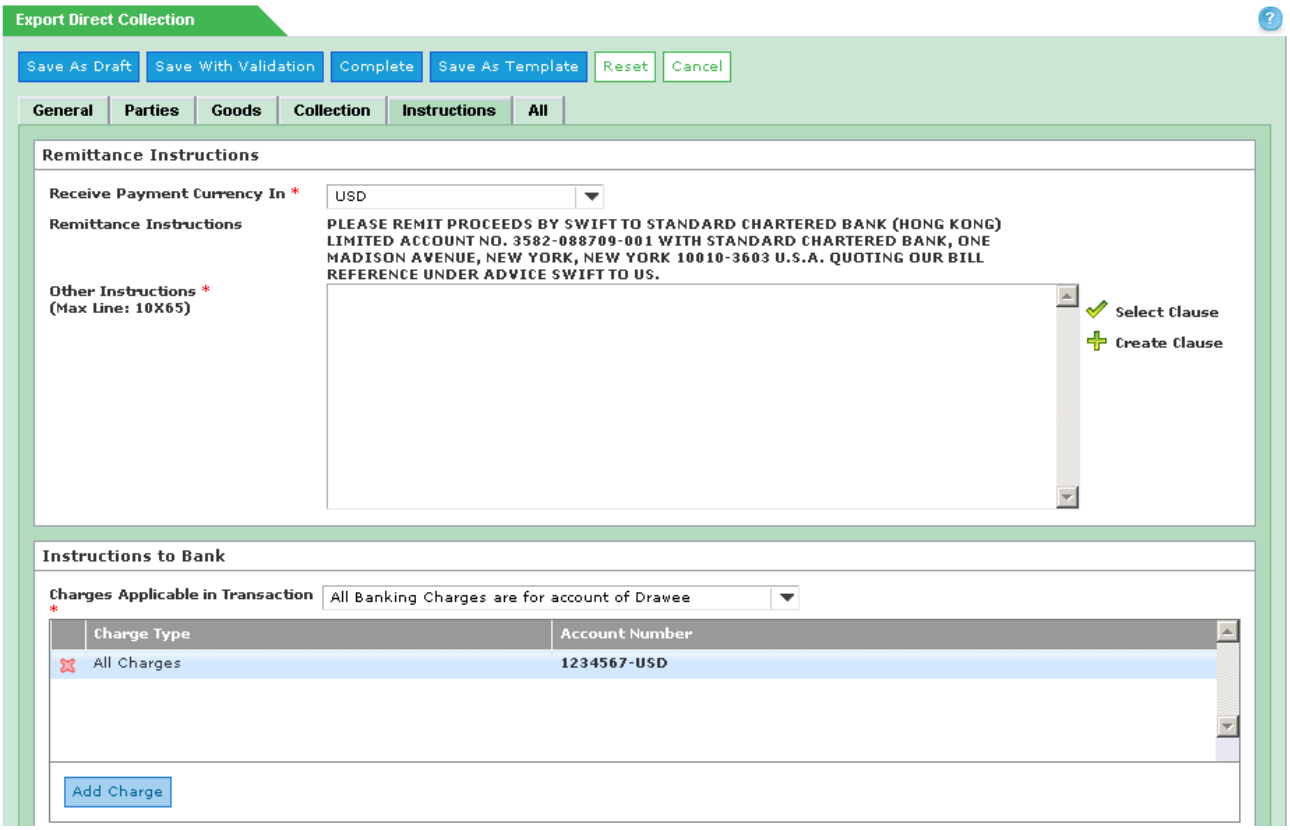
Screen 14.2.4

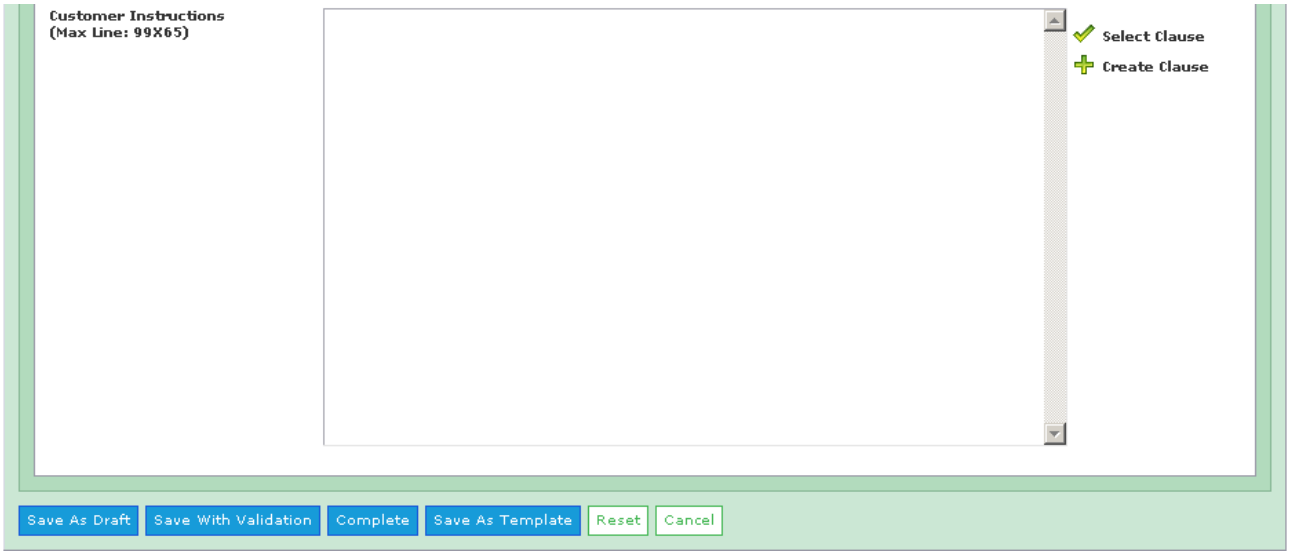
Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Advise Due Date By	Mandatory	Dropdown	Generic	This field refers to the medium of communication for due date. Available options are: ▪ Mail ▪ SWIFT ▪ Not Applicable
Pay Await Goods Arrival	Mandatory	Dropdown	Generic	This field denotes whether need pay for the goods await. Available options are: ▪ Prohibited ▪ Yes ▪ Not Applicable
Advise Payment By	Mandatory	Dropdown	Generic	This field refers to the medium of communication for payment. Available options are: ▪ Mail ▪ SWIFT ▪ Not Applicable
Accept Await Goods Arrival	Mandatory	Dropdown	Generic	This field refers to terms of goods arrival. Available options are: ▪ Prohibited ▪ Yes ▪ Not Applicable
Advise non-acceptance / non payment by	Mandatory	Dropdown	Generic	This field refers to the medium of communication for non-acceptance and non-payment. Available options are: ▪ Mail ▪ SWIFT ▪ Not Applicable
Protest under Mail Advice	Mandatory	Dropdown	Generic	This field refers to the instruction of protest. Available options are: ▪ For Unaccepted ▪ For Unpaid ▪ For Unaccepted & Unpaid ▪ Not Applicable
Store Goods	Mandatory	Dropdown	Generic	This field refers to the storage of goods. Available options are Yes or No
Protest under SWIFT Advice	Mandatory	Dropdown	Generic	This field refers to the instruction of protest. Available options are: ▪ For Unaccepted ▪ For Unpaid ▪ For Unaccepted & Unpaid ▪ Not Applicable
Insure Goods	Mandatory	Dropdown	Generic	This field refers to the insurance terms. Available options are Yes or No

Collect your Charges from Drawee	Mandatory	Dropdown	Generic	This field refers to the charges. Available options are: ▪ No ▪ Yes, Waive if Refuse ▪ Yes, Cannot Waive
Collect SCB Charges from Drawee	Mandatory	Dropdown	Generic	This field refers to the SCB charges on collection instructions. Available options are: ▪ No ▪ Yes, Waive if Refuse ▪ Yes, Cannot Waive
Waive Interest if refused	Mandatory	Dropdown	Generic	This field refers to the waiver of interest. Available options are: ▪ Yes ▪ No ▪ Not Applicable
Partial Payments Allowed	Optional	Dropdown	Generic	This field denotes whether partial payment is allowed or not. Available options are Yes or No

14.2.5 Instructions

In this section, the user has to input details regarding remittance currency. The remittance instructions will be set by the bank and populated depending on the remittance currency selected. The user will also provide information on the party who will bear the charges and any other instructions they would like to give to the bank.





Screen 14.2.5

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Receive Payment Currency In	Mandatory	Dropdown	Country Specific	This field denotes the currency in which payment need to be received. The system will display the currency codes.
Remittance Instructions	Non Editable	Text Area	Non Editable	This field refers the remittance instruction for the payment currency. The remittance instruction will be displayed only if the value of Bank (Bill) Ref is entered by customer i.e. pre-assigned reference number is allocated to the client. The field is defaulted by system based on the currency value selected by customer for the field 'Receive Payment Currency in '. The value is default to the country & branch of company profile.
Other Instructions	Mandatory	Text Area	Generic	This field refers to any other instruction.
Charges Applicable	Mandatory	Dropdown	Generic	Indicate the party bearing the charges. For e.g. • **All Banking charges are for account of Drawer** – Drawer will pay for all EDC charges. • **All Banking charges are for account of Drawee** – Drawee will pay for all EDC charges • **Other – Refer to customer instructions** – This will be for any special handling instruction for the charges
Charge Type	Conditional	Dropdown	Generic	Select from the dropdown • All Charges • Commission • Margin • Proceeds
Account Number	Conditional	Dropdown	Generic	Select from the dropdown any of your account numbers that you wish to get debited for the fee item selected. This field is mandatory only if the value selected in Charges flag is 'All charges are for the account of Drawer. If 'All charges' selected in banking charge only one account field will be enabled.
Customer Instructions	Mandatory	Text area	Generic	Enter any specific instructions in the EDC application that you want the Bank to act on. User can also select the pre-defined text from Clause library by clicking on the "Select Clause' link besides it.

There are six action buttons present at the top and bottom of the EDC application screen which are described below

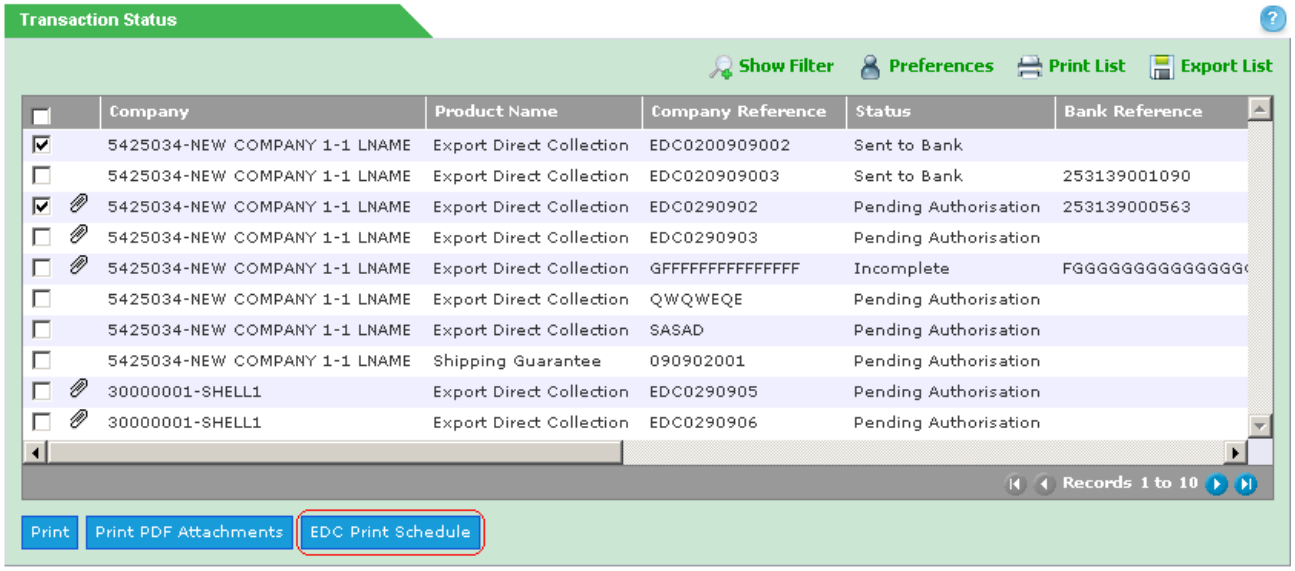
Button	Description
Save as Draft	This button helps the user to save the entered information as a draft which can be edited later and released once all the required fields are completely filled in.
Save with Validation	This button helps the user to save the EDC application with business validations. This can be used later to verify, complete and send it for authorisation
Complete	Clicking this button finishes the data entry process and moves the transaction to the Authoriser's queue. The system will not allow you to complete if you have not entered all the mandatory fields.
Save as Template	This button helps the user to save the information entered as a template which can be accessed and used later whenever a new EDC transaction need to be issued. On saving as template system will remove the documents uploaded to the transaction form.
Reset	This button clears all the fields on the EDC application and allows the user to start from the beginning.
Cancel	This button allows the user to come out from this application at any point of EDC creation

14.3 Print EDC Covering Schedule

The system allows the user to print the EDC covering schedule under two scenarios:

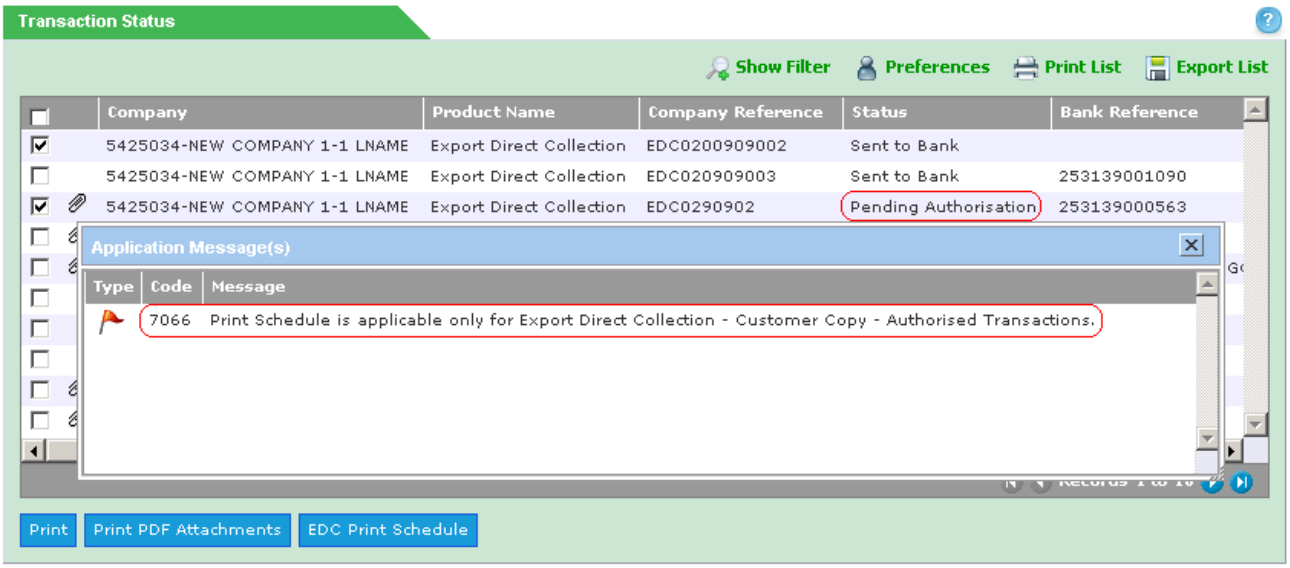
1. The EDC application is sent and processed by the Bank with the Bank Bill Reference number (Collection Number) assigned to it. The covering schedule generated by the bank is made available to the client who then can print and send it to the collecting bank.
2. Bank has allocated Pre-assigned Reference numbers for the client. The client will use the reference number in their EDC application and get the transaction signed by their approver. Only after the transaction is approved, the client will be able to print the EDC covering schedule.

The user can choose one or more than on EDC transaction and click on 'EDC Print Schedule' button in 'Transaction Status' screen as shown below.


Transaction Status
Show Filter
Preferences
Print List
Export List
Company
Product Name
Company Reference
Status
Bank Reference
5425034-NEW COMPANY 1-1 LNAME | Export Direct Collection | EDC0200909002 | Sent to Bank
5425034-NEW COMPANY 1-1 LNAME | Export Direct Collection | EDC020909003 | Sent to Bank | 253139001090
5425034-NEW COMPANY 1-1 LNAME | Export Direct Collection | EDC0290902 | Pending Authorisation | 253139000563
5425034-NEW COMPANY 1-1 LNAME | Export Direct Collection | EDC0290903 | Pending Authorisation
5425034-NEW COMPANY 1-1 LNAME | Export Direct Collection | GFFFFFFFFFFFFFF | Incomplete
5425034-NEW COMPANY 1-1 LNAME | Export Direct Collection | QWQWEQE | Pending Authorisation
5425034-NEW COMPANY 1-1 LNAME | Export Direct Collection | SASAD | Pending Authorisation
5425034-NEW COMPANY 1-1 LNAME | Shipping Guarantee | 090902001 | Pending Authorisation
30000001-SHELL1 | Export Direct Collection | EDC0290905 | Pending Authorisation
30000001-SHELL1 | Export Direct Collection | EDC0290906 | Pending Authorisation
Records 1 to 10
Print
Print PDF Attachments
EDC Print Schedule

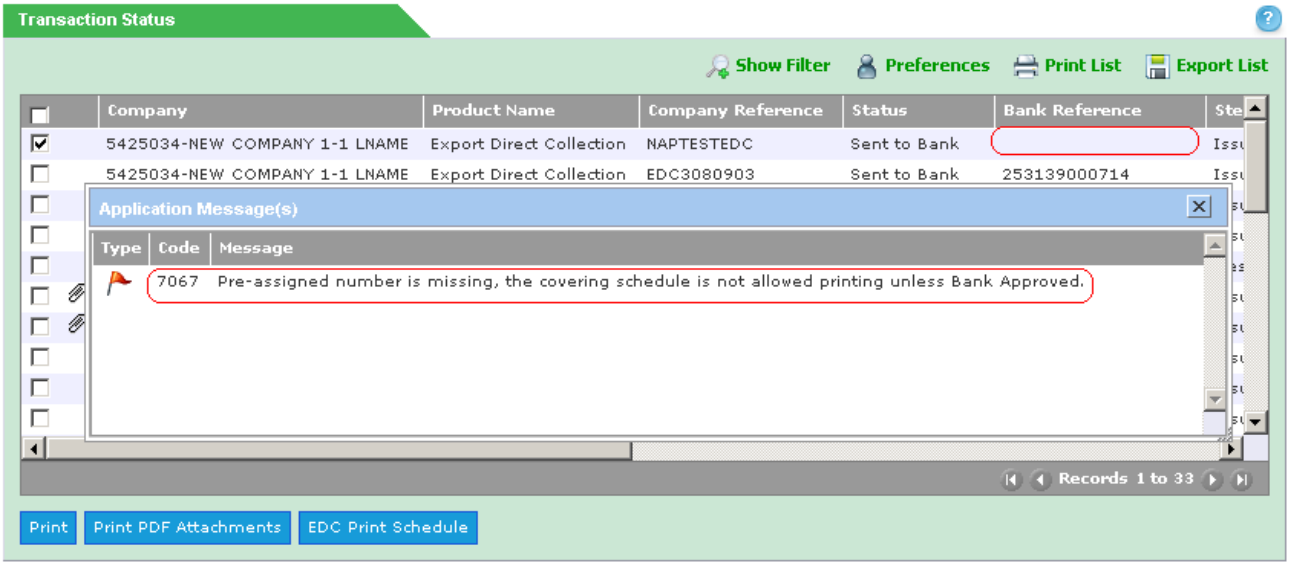
Screen 14.3a

If the user is printing EDC schedule for any non-authorized transaction, the system will display the following error message as shown. "Print Schedule is applicable only for Export Direct Collection – Customer Copy – Authorised Transactions."



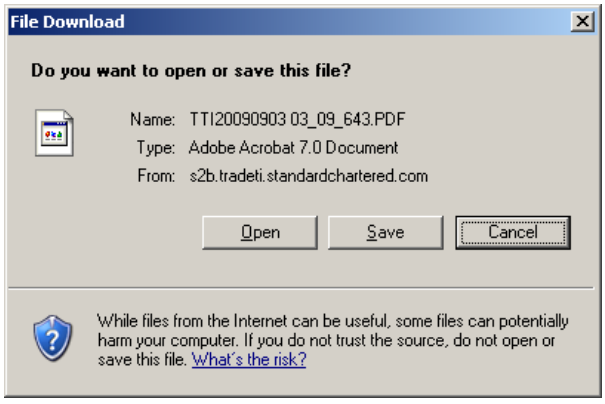
Screen 14.3b

If the user is printing EDC schedule where Bank Bill Reference number is not assigned, the system will display the following error message as shown. “Pre-assigned number is missing, the covering schedule is not allowed printing unless Bank approved”

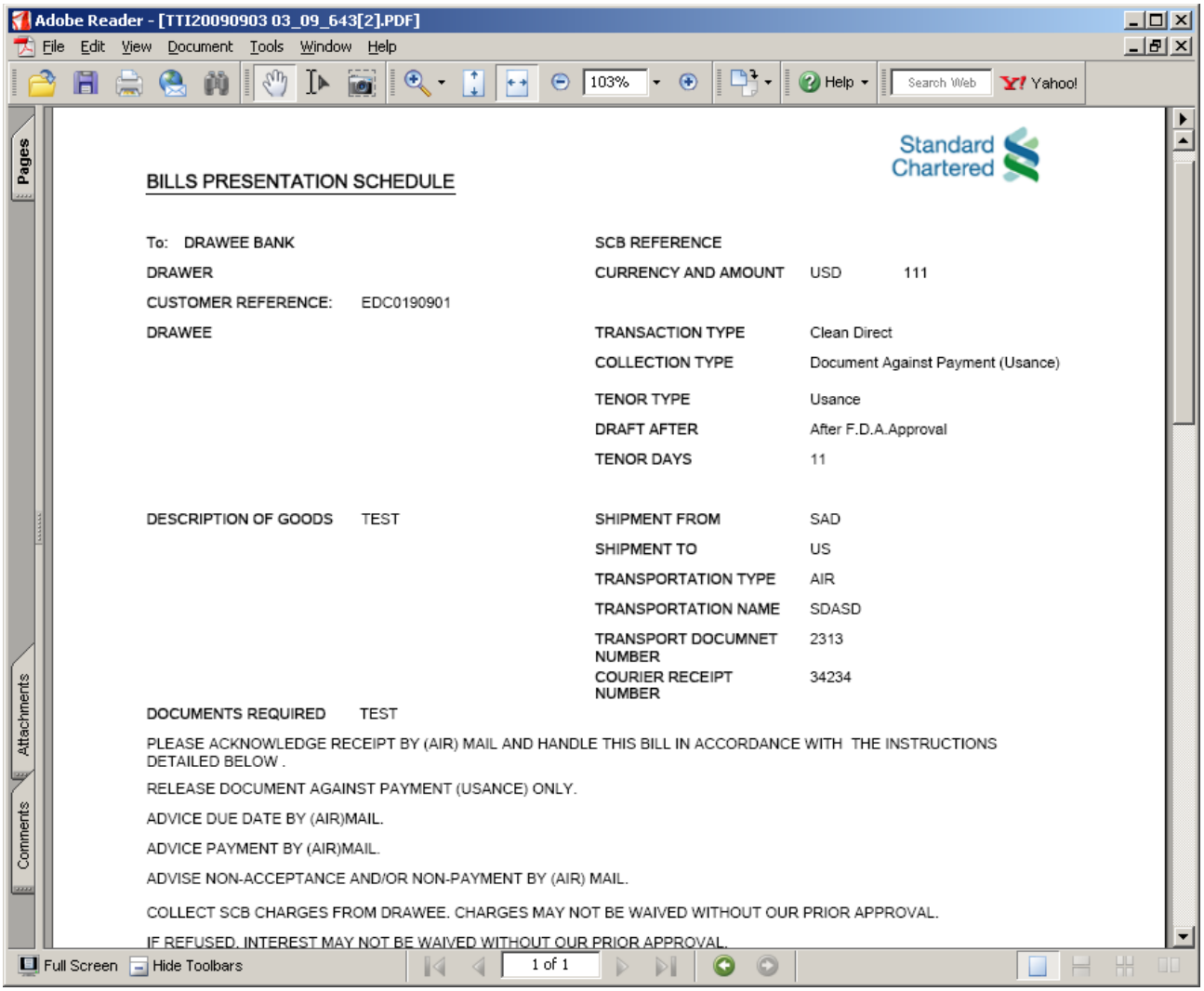


Screen 14.3c

If the selected transactions meet the criteria to Print EDC Schedule, user will get the following window to open the report directly or save the PDF file to local PC.


File Download
Do you want to open or save this file?
Name: TTI20090903 03_09_643.PDF
Type: Adobe Acrobat 7.0 Document
From: s2b.tradeti.standardchartered.com
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

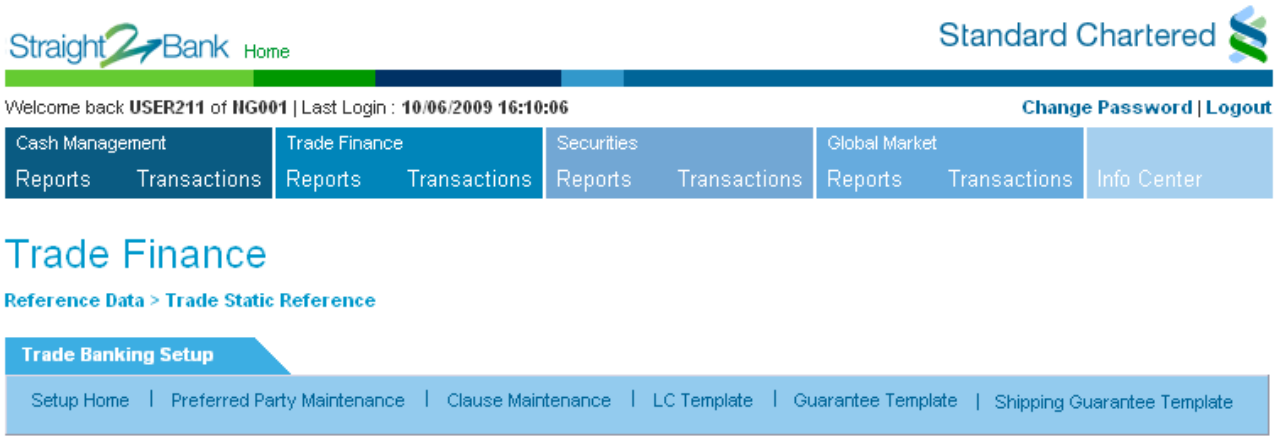
After clicking on the “Open” button, the presentation schedule report will be generated and user can further print directly or save this file to local PC.


Adobe Reader - [TTI20090903 03_09_643[2].PDF]
File Edit View Document Tools Window Help
103%
Help
Search Web
Yahoo!
Pages
Attachments
Comments
Standard Chartered
BILLS PRESENTATION SCHEDULE
To: DRAWEE BANK
DRAWER
CUSTOMER REFERENCE: EDC0190901
DRAWEE
SCB REFERENCE
CURRENCY AND AMOUNT USD 111
TRANSACTION TYPE Clean Direct
COLLECTION TYPE Document Against Payment (Usance)
TENOR TYPE Usance
DRAFT AFTER After F.D.A.Approval
TENOR DAYS 11
DESCRIPTION OF GOODS TEST
SHIPMENT FROM SAD
SHIPMENT TO US
TRANSPORTATION TYPE AIR
TRANSPORTATION NAME SDASD
TRANSPORT DOCUMNET NUMBER 2313
COURIER RECEIPT NUMBER 34234
DOCUMENTS REQUIRED TEST
PLEASE ACKNOWLEDGE RECEIPT BY (AIR) MAIL AND HANDLE THIS BILL IN ACCORDANCE WITH THE INSTRUCTIONS DETAILED BELOW .
RELEASE DOCUMENT AGAINST PAYMENT (USANCE) ONLY.
ADVICE DUE DATE BY (AIR)MAIL.
ADVICE PAYMENT BY (AIR)MAIL.
ADVISE NON-ACCEPTANCE AND/OR NON-PAYMENT BY (AIR) MAIL.
COLLECT SCB CHARGES FROM DRAWEE. CHARGES MAY NOT BE WAIVED WITHOUT OUR PRIOR APPROVAL.
IF REFUSED, INTEREST MAY NOT BE WAIVED WITHOUT OUR PRIOR APPROVAL.
Full Screen
Hide Toolbars
1 of 1

15 Trade Static Reference

This module is used by the customers to maintain various Parties involved in their trade business (for e.g. main applicant, beneficiaries, banks, secondary applicants), Standard Clauses used in the Trade application instructions and Standard Templates used to create LC and Guarantee instructions.

This module can be accessed from Trade Finance > Transactions > Trade Static Reference link. This link has typically three main modules namely Preferred Party Maintenance, Clause Maintenance and Template Maintenance for Letter of Credits, Guarantees and Shipping Guarantees.



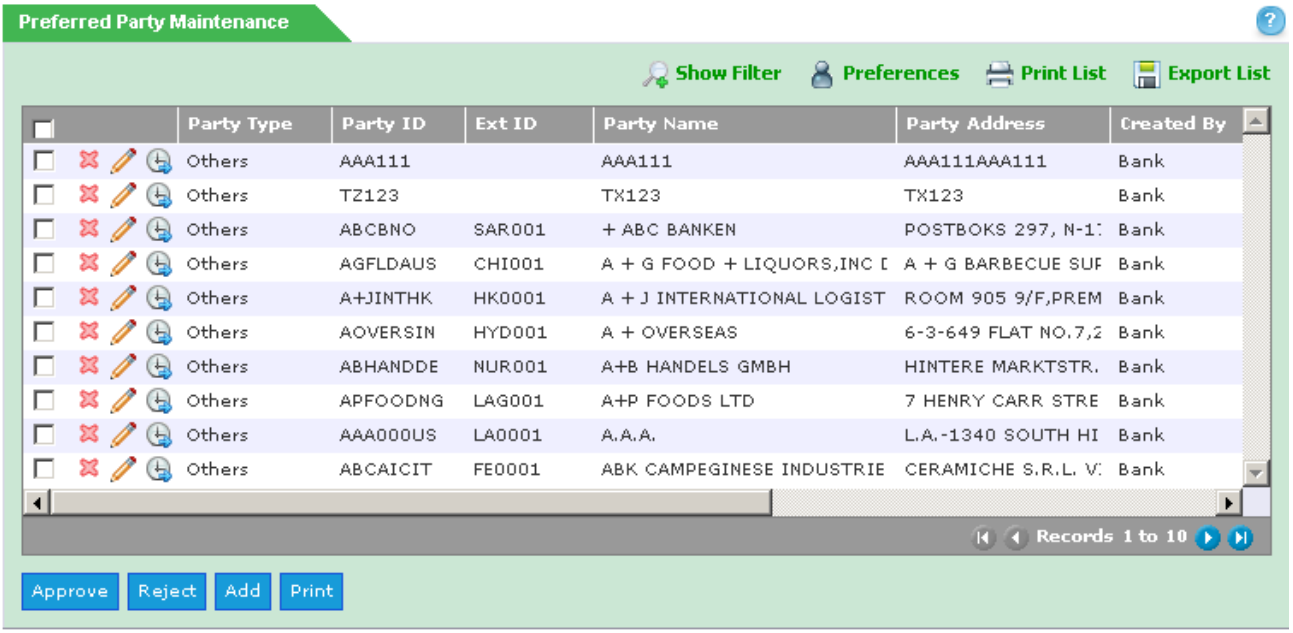
Screen 15.0

15.1 Preferred Party Maintenance

The user can use this module to maintain master list of various parties with whom they transact trade on a routine basis. The typical parties for which party profiles can be created are beneficiary, drawee, applicant, banks etc. User can do Add, Edit, Delete, Search, Approve and Print the parties, which are involved in any Trade transaction.

During the creation of transaction, user can choose to add the party into Favorites list by clicking on ‘Add to Favorites’ checkbox. User can use existing parties in any transaction initiation, so that they do not have to enter all the party details again with every new transaction.

By default, the user can see the list of all the parties already maintained in this summary screen. If there are no parties, then this screen will not contain any records.


Preferred Party Maintenance
Show Filter
Preferences
Print List
Export List
Party Type
Party ID
Ext ID
Party Name
Party Address
Created By
Others AAA111 AAA111 AAA111AAA111 Bank
Others TZ123 TX123 TX123 Bank
Others ABCBNO SAR001 + ABC BANKEN POSTBOKS 297, N-1 Bank
Others AGFLDAUS CHI001 A + G FOOD + LIQUORS,INC [A + G BARBECUE SUF Bank
Others A+JINTHK HK0001 A + J INTERNATIONAL LOGIST ROOM 905 9/F,PREM Bank
Others AOVERSIN HYD001 A + OVERSEAS 6-3-649 FLAT NO.7,2 Bank
Others ABHANDDE NUR001 A+B HANDELS GMBH HINTERE MARKTSTR. Bank
Others APFOODNG LAG001 A+P FOODS LTD 7 HENRY CARR STRE Bank
Others AAA000US LA0001 A.A.A. L.A.-1340 SOUTH HI Bank
Others ABCAICIT FE0001 ABK CAMPEGINESE INDUSTRIE CERAMICHE S.R.L. V. Bank
Records 1 to 10
Approve
Reject
Add
Print

Screen 15.1

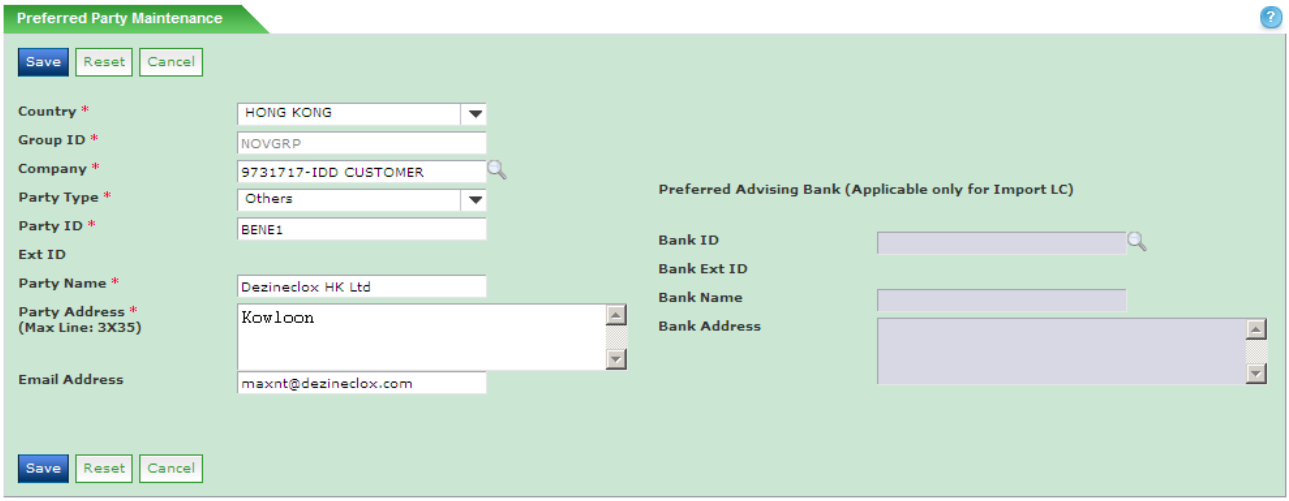
The users can also search for the specific Party by clicking on the “Show Filter” link. They will be allowed to enter the following search criteria and click on the “Search” button to display it on the main screen.

There are 4 action buttons and 3 icons on the Party Maintenance screen. Below are the description of each action button and icon on this screen.

Button	Description
Approve	This button is used by the authorizer to approve any new party created if it requires further approval before using in any transactions.
Reject	This button is used by the Approver to reject any party created incorrectly
Add	This button is used to create new Parties
Print	This button is used to Print the Party information in PDF document
Delete icon	This icon is used to delete any party record
Edit icon	This icon is used to edit any existing party details
Audit Trail icon	This icon is used to see the audit log of users who have worked on a particular party

15.1.1 Add Parties

Click on Add button and the below party detail screen will appear.



Screen 15.1.1

The input guidelines and validations are described in the table below.

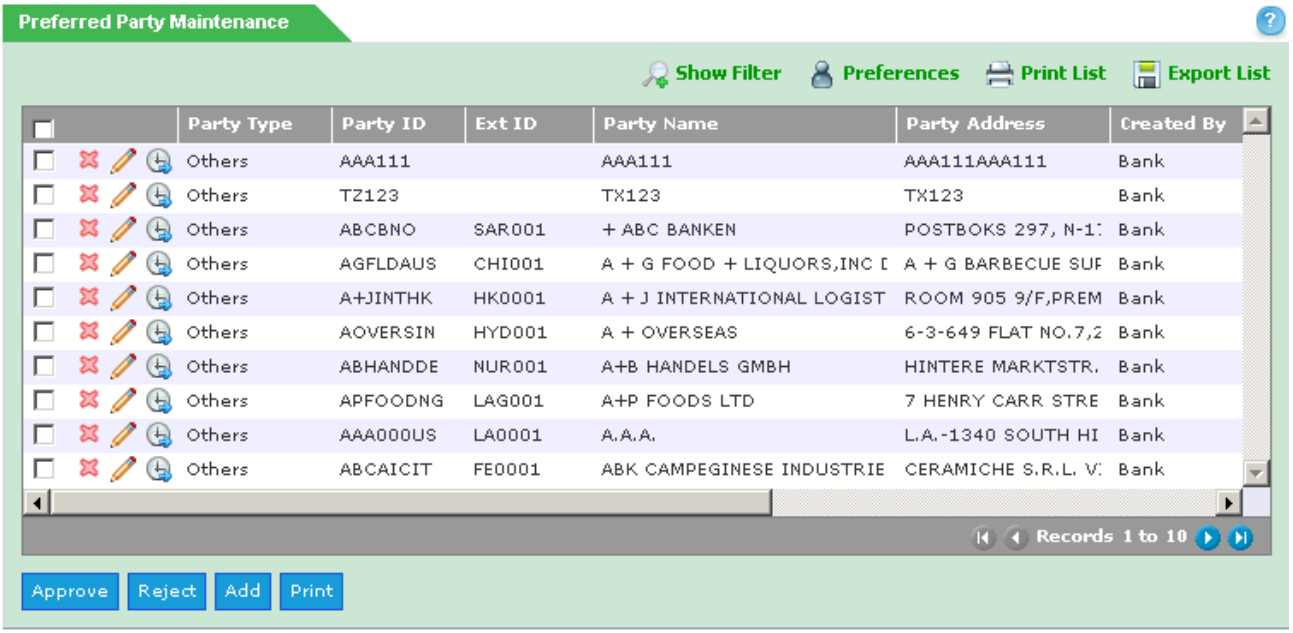
Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Country	Mandatory	Dropdown	Generic	Choose the country of the party from the dropdown
Group ID	Mandatory	Display	Generic	This field will be automatically populated with the users Group ID
Company	Mandatory	List box	Generic	Click on the magnifying icon besides the field to choose the company under which this party is valid. If it is for all companies in the group, user can choose “ALL” companies
Party Type	Mandatory	Dropdown	Generic	The user can select the party type by selecting from the dropdown. • *Bank – if any bank profile is created.* • *Others – select this option for any non-bank parties like beneficiary, applicant, drawee etc*
Party ID	Mandatory	Text	Generic	The party ID needs to be entered here. It is a free text input field and it should be unique.
Party Name	Mandatory	Text	Generic	The Party Name is input here as Free Text.
Party Address	Mandatory	Text	Generic	This is a free text space to capture the address of the party.
Email Address	Optional	Text	Generic	Customers can define the email id of their beneficiaries via party maintenance & use it for LC Initiation
Preferred Advising Bank	Optional	Text	Generic	Customer can assign an advising bank to trading partner

There are three action buttons present at the top and bottom of the Party Maintenance screen which are described below.

Button	Description
Save	The user need to click on this button to finish the creation of Party and forward it to approver if required
Reset	This button helps the user to clear the data on the screen and start entering from beginning
Cancel	This button helps the user to cancel the operation and return back to the previous screen

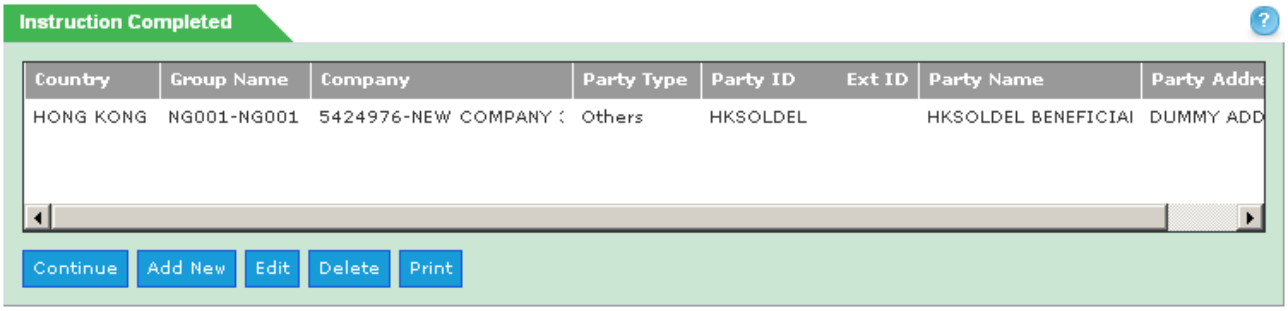
15.1.2 Authorise Party Profile

The parties that are created and pending authorization will be available under the status as “New”. The Authorizer can select the record and click on Approve button. Only after the party is authorized, it will be available for the users during the creation of the transactions.


Preferred Party Maintenance
Show Filter
Preferences
Print List
Export List
Party Type
Party ID
Ext ID
Party Name
Party Address
Created By
Others AAA111 AAA111 AAA111AAA111 Bank
Others TZ123 TX123 TX123 Bank
Others ABCBNO SAR001 + ABC BANKEN POSTBOKS 297, N-1 Bank
Others AGFLDAUS CHI001 A + G FOOD + LIQUORS,INC A + G BARBECUE SUF Bank
Others A+JINTHK HK0001 A + J INTERNATIONAL LOGIST ROOM 905 9/F,PREM Bank
Others AOVERSIN HYD001 A + OVERSEAS 6-3-649 FLAT NO.7,2 Bank
Others ABHANDDE NUR001 A+B HANDELS GMBH HINTERE MARKTSTR. Bank
Others APFOODNG LAG001 A+P FOODS LTD 7 HENRY CARR STRE Bank
Others AAA000US LA0001 A.A.A. L.A.-1340 SOUTH HI Bank
Others ABCAICIT FE0001 ABK CAMPEGINESE INDUSTRIE CERAMICHE S.R.L. V Bank
Records 1 to 10
Approve
Reject
Add
Print

Screen 15.1.2a

The user can select either a single party or multiple parties by clicking on the check boxes and then proceed to click on the “Approve” button. Following screen will be displayed if the party is successfully approved.

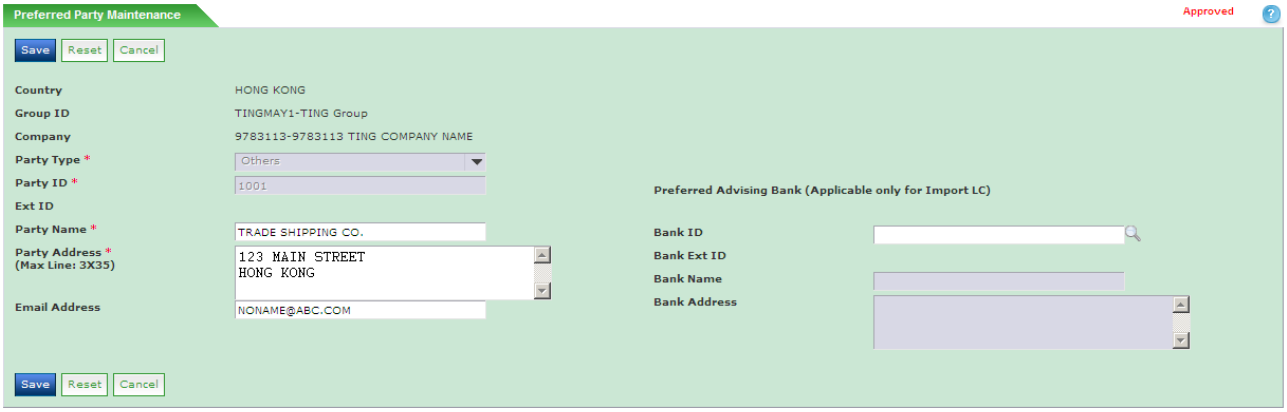


Screen 15.1.2b

If there is a mistake in creating the Parties and need correction, the approver can click on the “Reject” button to disapprove the party. The status will remain as “New” and it can be further edited.

15.1.3 Edit Party Profile

User can click on Edit icon ( ) on Party Maintenance screen to edit that particular party. The user cannot edit any party information downloaded by the Bank.
The record will be shown as in the screen below. The user can make the necessary changes only in the Party Name and Party address. After editing, user can save the record by clicking on ‘Save’ button.



Screen 15.1.3

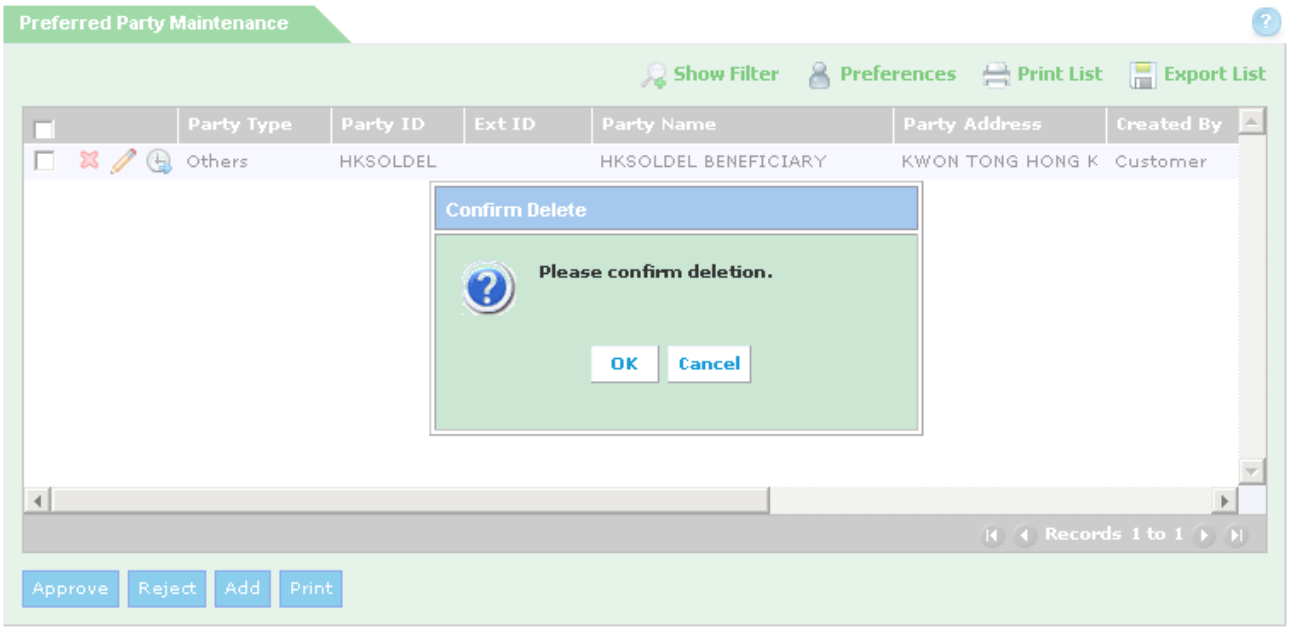
There are three action buttons present at the top and bottom of the Edit Party screen which are described below.

Button	Description
Save	The user need to click on this button to finish the editing of Party and forward it to approver if required
Reset	This button helps the user to clear the data on the screen and start entering from beginning
Cancel	This button helps the user to cancel the operation and return back to the previous screen

15.1.4 Delete Party Profile

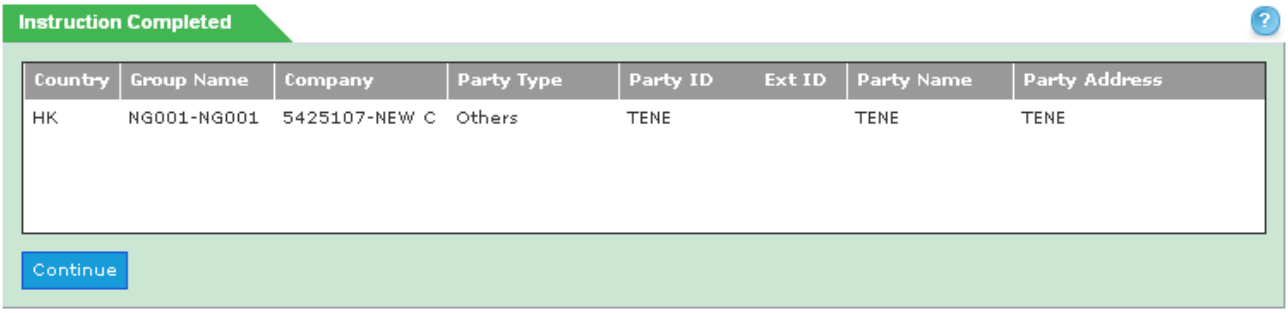
User can click on Delete icon (✖) before any party that they want to delete. All parties including those that are downloaded from Bank back-office system can be deleted by customer user i.e. Parties which have party ID and Extension ID. Bank created party cannot be deleted by customer and vice versa.

Upon clicking the delete icon, user will be asked with the confirmation message. After clicking on “Ok” button only, the record will be deleted.



Screen 15.1.4a

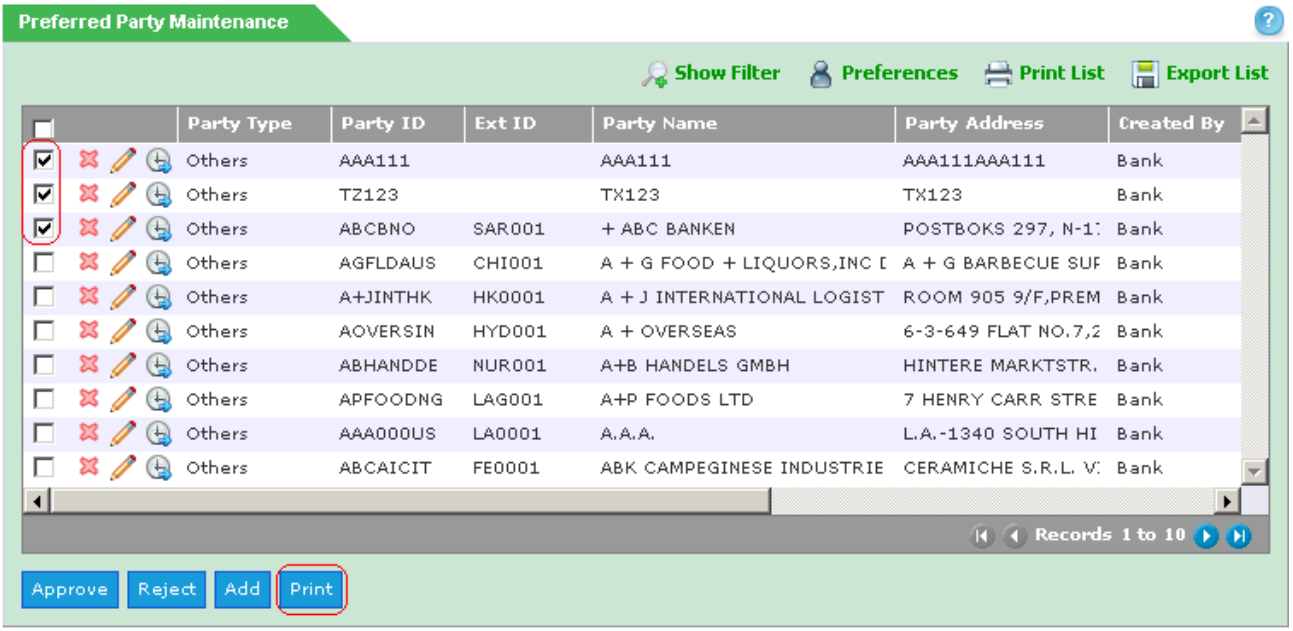
After the user confirms the above message, system will display the acknowledgement screen of this action to the user.



Screen 15.1.4b

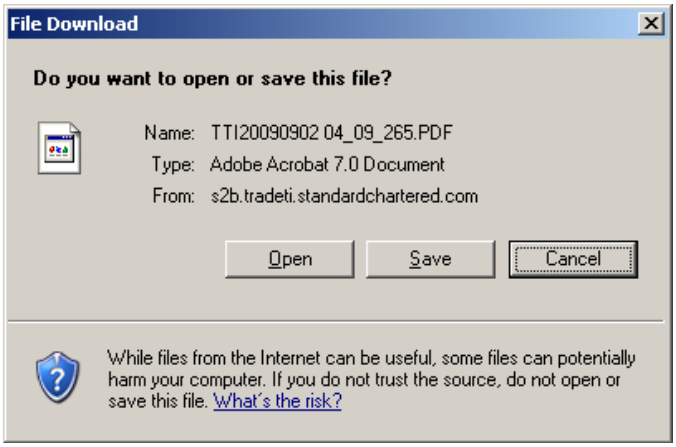
15.1.5 Print Party Profile

The user can select any one or more than one party by clicking on the checkbox as shown. Then click on Print button to print the details of the records selected.


Preferred Party Maintenance
Show Filter
Preferences
Print List
Export List
Party Type
Party ID
Ext ID
Party Name
Party Address
Created By
Others AAA111 AAA111 AAA111AAA111 Bank
Others TZ123 TX123 TX123 Bank
Others ABCBNO SAR001 + ABC BANKEN POSTBOKS 297, N-1 Bank
Others AGFLDAUS CHI001 A + G FOOD + LIQUORS,INC I A + G BARBECUE SUI Bank
Others A+JINTHK HK0001 A + J INTERNATIONAL LOGIST ROOM 905 9/F,PREM Bank
Others AOVERSIN HYD001 A + OVERSEAS 6-3-649 FLAT NO.7,2 Bank
Others ABHANDDE NUR001 A+B HANDELS GMBH HINTERE MARKTSTR. Bank
Others APFOODNG LAG001 A+P FOODS LTD 7 HENRY CARR STRE Bank
Others AAA000US LA0001 A.A.A. L.A.-1340 SOUTH HI Bank
Others ABCAICIT FE0001 ABK CAMPEGINESE INDUSTRIE CERAMICHE S.R.L. V Bank
Records 1 to 10
Approve
Reject
Add
Print

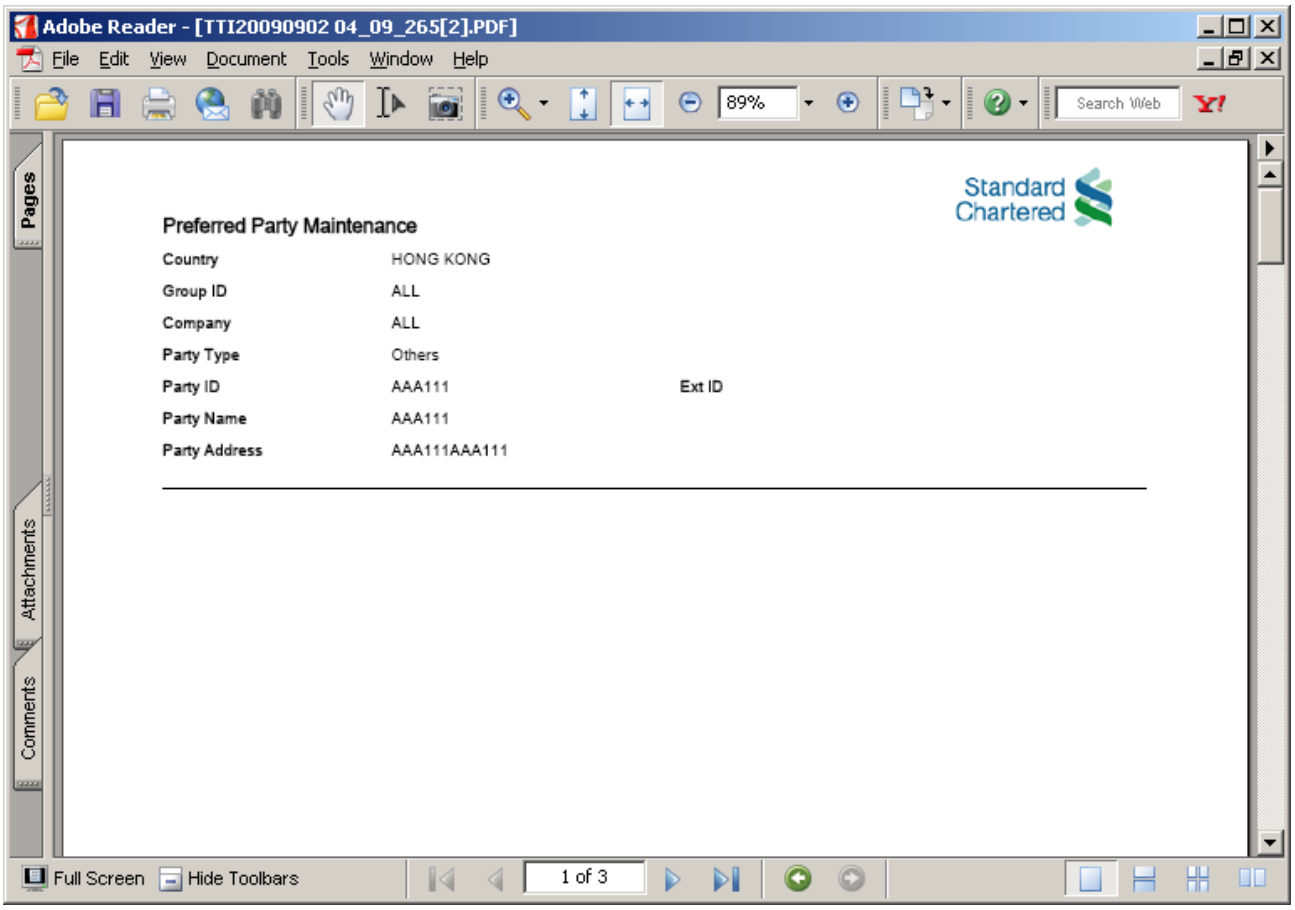
Screen 15.1.5a

After clicking on the Print button, following window will be displayed to open the report directly or save the PDF file to local PC.


File Download
Do you want to open or save this file?
Name: TTI20090902 04_09_265.PDF
Type: Adobe Acrobat 7.0 Document
From: s2b.tradeti.standardchartered.com
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Screen 15.1.5b

After clicking on the “Open” button, the PDF report will be generate and user can further print directly or save this file to local PC.



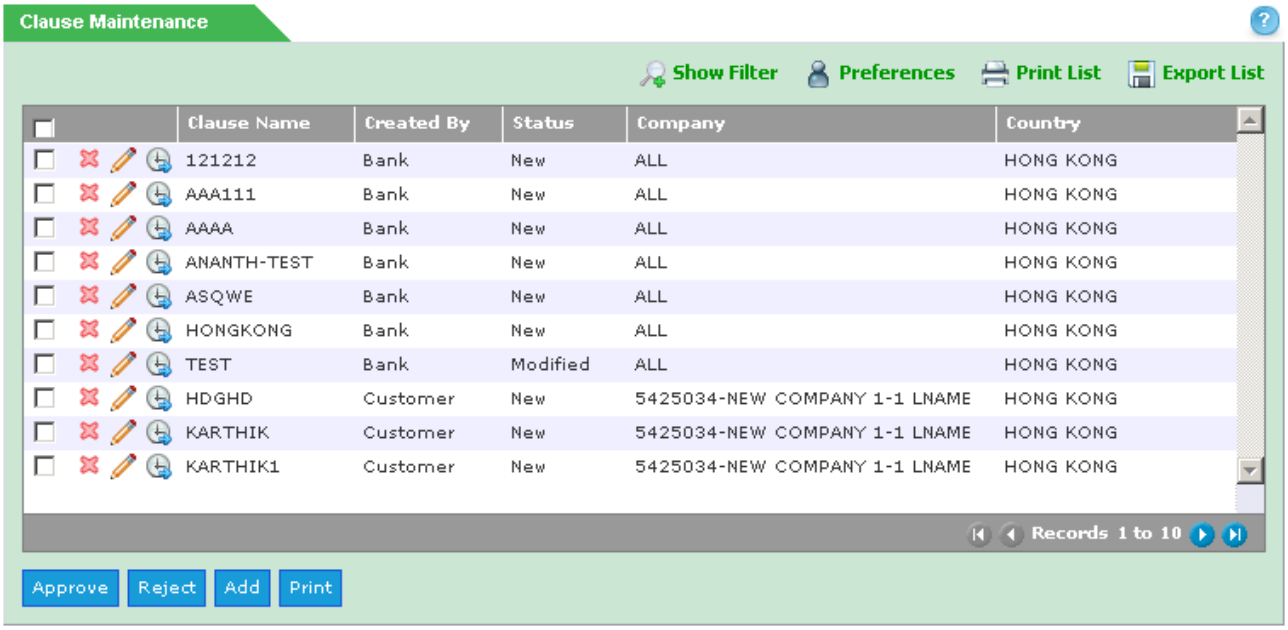
Screen 15.1.5c

15.2 Clause Maintenance

The user can use this module to maintain list of standard texts and clauses that are frequently used in the Trade application forms. Clauses can be created for Goods Description, Additional Conditions, Document Description, Customer Instructions, Additional Goods / Documents / Conditions, Additional Amendments, Other Amendments, Guarantee Text and any other long text field available in Trade Initiation screens. User can do Add, Edit, Delete, Search, Approve and Print the Clauses.

Users cannot modify or delete any clause that has been setup by the Bank and vice versa. The maximum length allowed for a clause is 6 lines of 65 characters per line.

By default, the user can see the list of all the clauses already maintained in this summary screen. If there are no clauses, then this screen will not contain any records.



Screen 15.2a

The users can also search for the specific clause by clicking on the “Show Filter” link. They will be allowed to enter the following search criteria and click on the “Search” button to display it on the main screen.

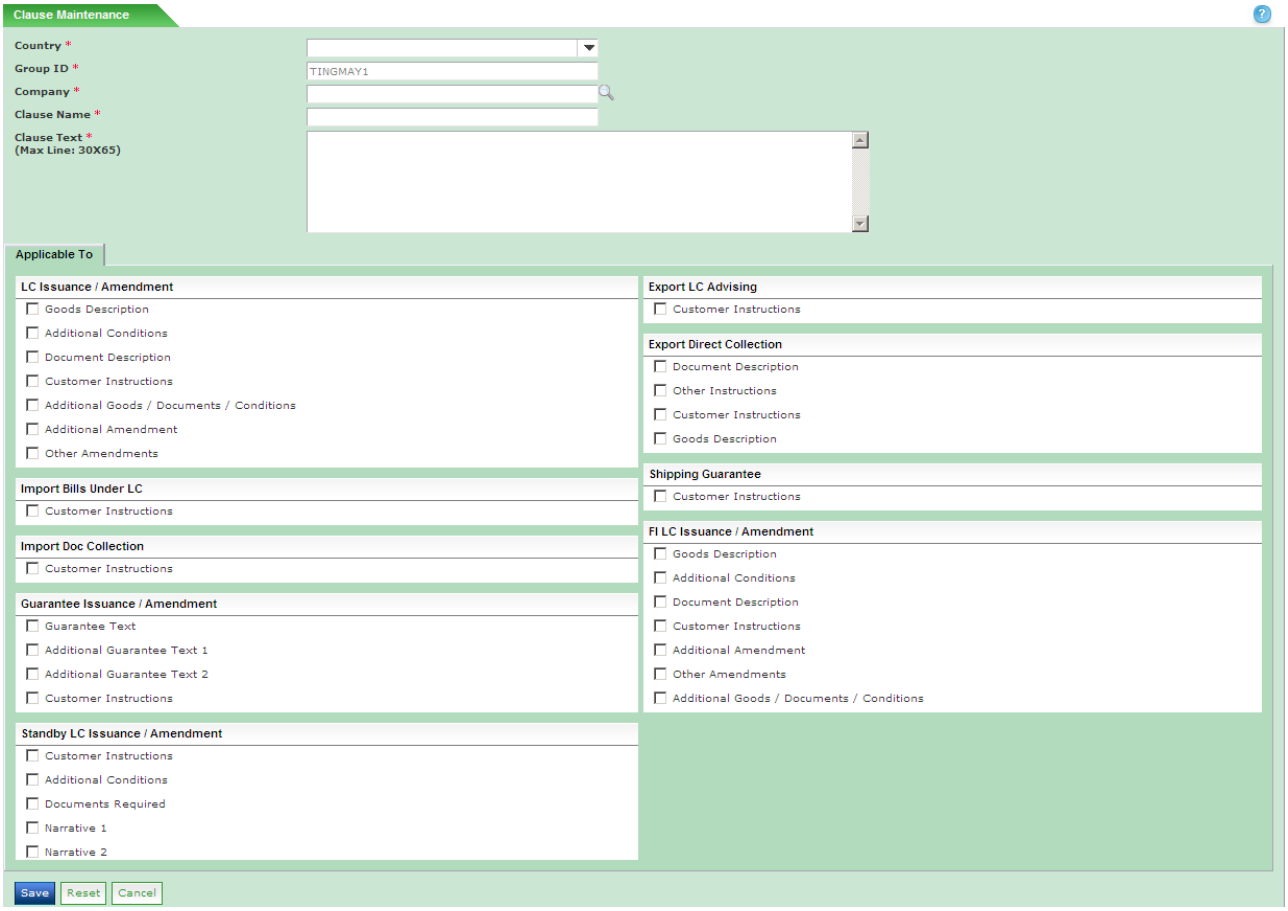
Screen 15.2b

There are 4 action buttons and 3 icons on the main screen. Below are the description of each action button and icon on this screen.

Button	Description
Approve	This button is used by the authorizer to approve any new clause created if it requires further approval before using in any transactions.
Reject	This button is used by the Approver to reject any clause created incorrectly
Add	This button is used to create new Clauses
Print	This button is used to Print the Clause details in PDF document
Delete icon	This icon is used to delete any Clause record
Edit icon	This icon is used to edit any existing clause details
Audit Trail icon	This icon is used to see the audit log of users who have worked on a particular clauses

15.2.1 Add Clause

Click on Add button and the below clause detail screen will appear.



Screen 15.2.1

The input guidelines and validations are described in the table below.

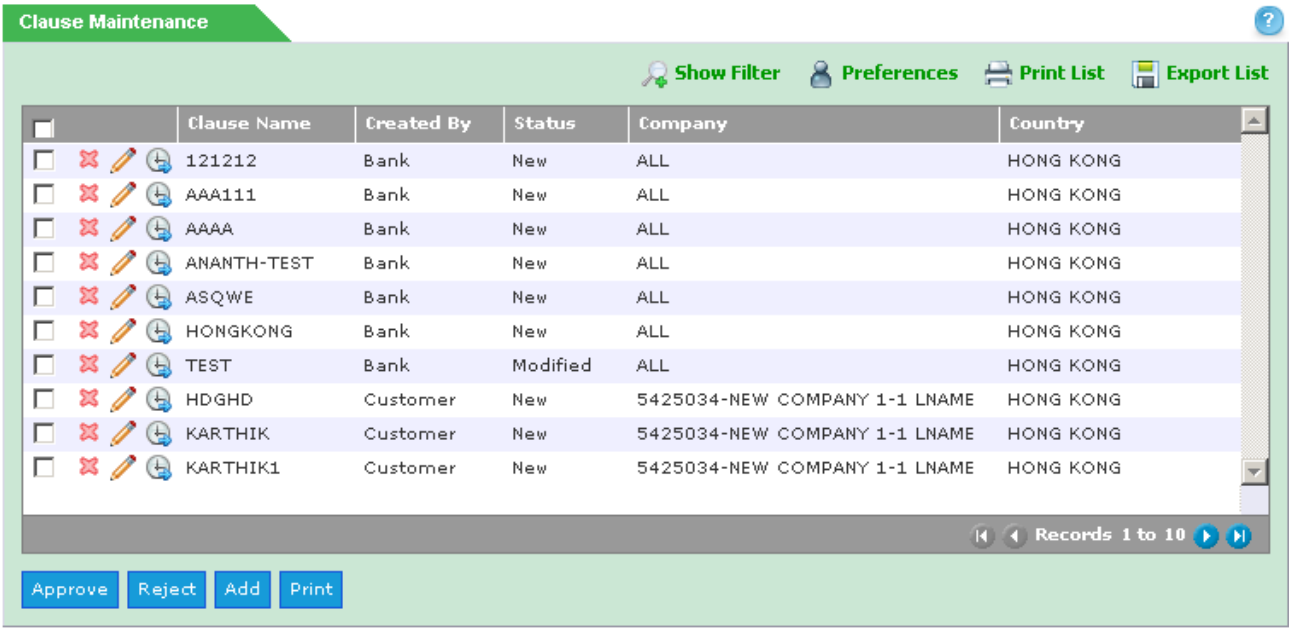
Field	Requirement	Type of Field	Description	Rules/ Validation / Others
Country	Mandatory	Dropdown	Generic	Choose the country from the dropdown
Group ID	Mandatory	Display	Generic	This field will be automatically populated with the users Group ID
Company	Mandatory	List box	Generic	Click on the magnifying icon besides the field to choose the company under which this clause need to be created. If it is for all companies in the group, user can choose “ALL” companies
Clause Name	Mandatory	Alpha Numberic	Generic	This is the unique identifier of a clause within a particular country, group and company. This field contain maximum of 16 characters.
Clause Text	Mandatory	Text Area	Generic	This is the field to define the standard text or clause applicable for various long text fields on Trade application forms. The maximum allowed length for this field is 6 lines of 65 characters per line.
Applicable To	Mandatory	Check box	Generic	This section contains all the long text fields under various Trade Products. Choose the fields for which the clause text is applicable. This means that if required you can use the same clause text for different fields and products. There is no limit on the number of clauses that can be defined. Only the Clause Name should be unique.

There are three action buttons present at the top and bottom of the Clause Maintenance screen which are described below.

Button	Description
Save	The user needs to click on this button to finish the creation of Clause and forward it to approver if required. The system will display the acknowledgement that the clause is created.
Reset	This button helps the user to clear the data on the screen and start entering from beginning
Cancel	This button helps the user to cancel the operation and return back to the previous screen

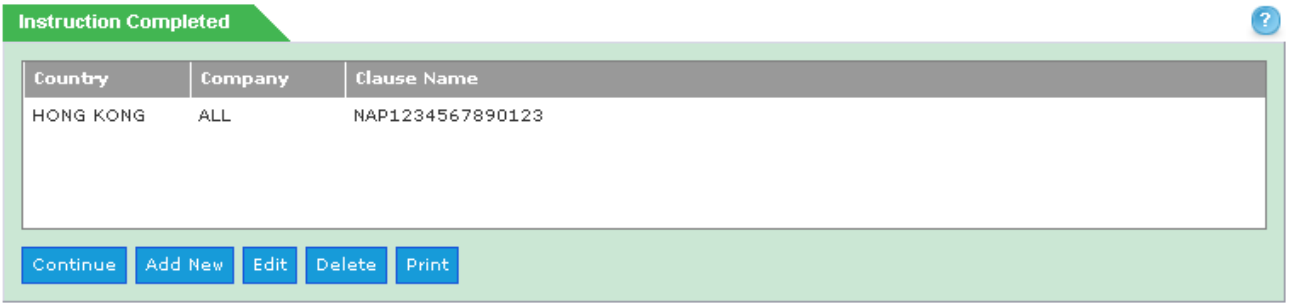
15.2.2 Authorise Clause

The clauses that are created and pending authorization will be available under the status as “New”. The Authorizer can select the record and click on Approve button. Only after the clause is approved, it will be available for the users during the creation of the transactions.



Screen 15.2.2a

The user can select either a single clause or multiple clauses by clicking on the check boxes and then proceed to click on the “Approve” button. Following screen will be displayed if the clause is successfully approved.

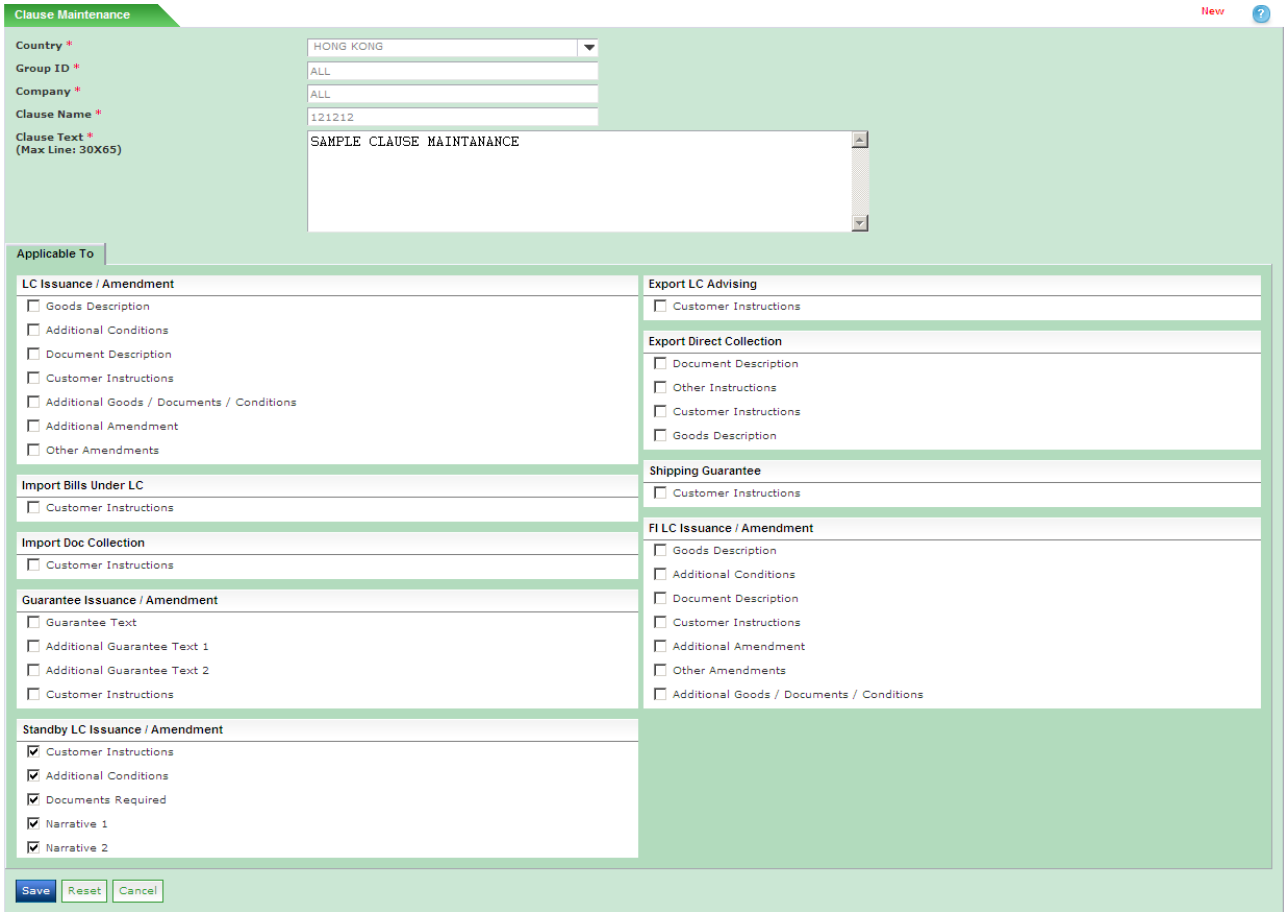


Screen 15.2.2b

If there is some mistake in content while creating the clause and need correction, the approver can click on the “Reject” button to disapprove the clause. The status will remain as “New” and it can be further edited.

15.2.3 Edit Clause

User can click on Edit icon ( ) on Clause Maintenance screen to edit that particular clause.
The record will be shown as in the screen below. The user can make the necessary changes only in the Clause Name and Applicable Fields. After editing, user can save the record by clicking on 'Save' button.



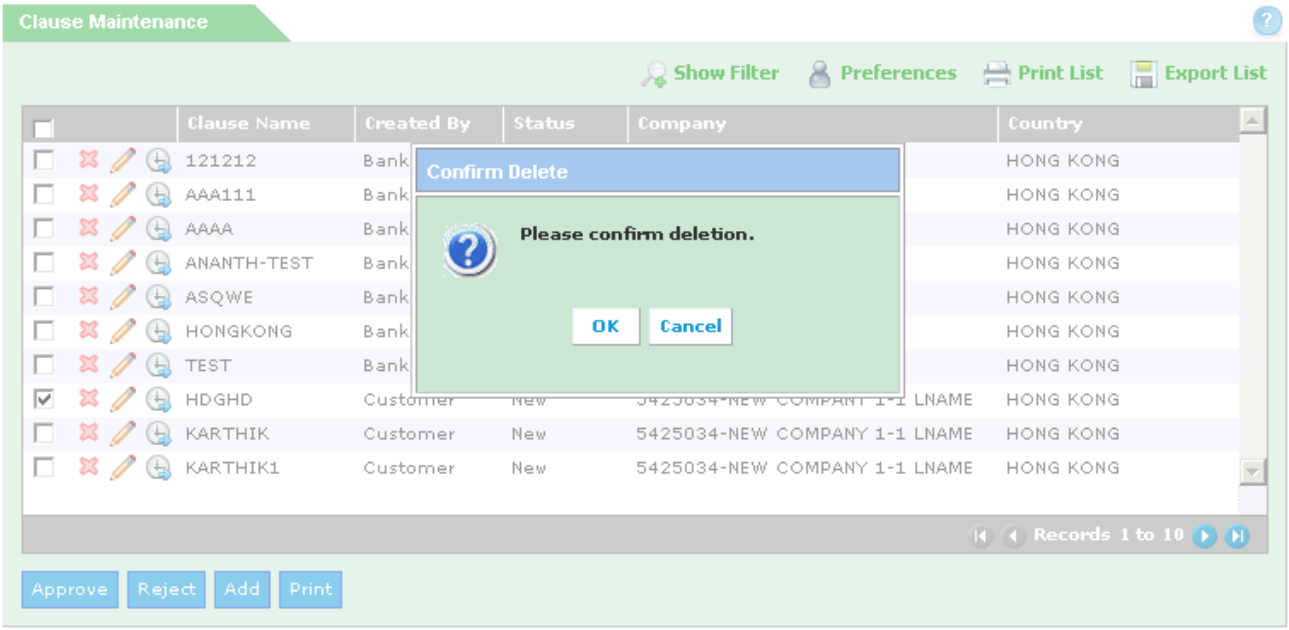
Screen 15.2.3

There are three action buttons present at the top and bottom of the Edit Clause screen which are described below.

Button	Description
Save	The user need to click on this button to finish the editing of Clause and forward it to approver if required
Reset	This button helps the user to clear the data on the screen and start entering from beginning
Cancel	This button helps the user to cancel the operation and return back to the previous screen

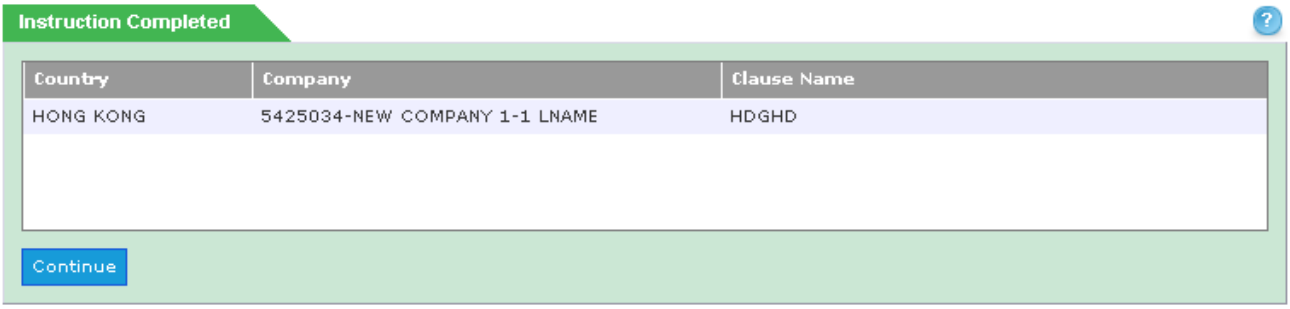
15.2.4 Delete Clause

User can click on Delete icon ( ) before any clause that they want to delete. Upon clicking the delete icon, user will be asked with the confirmation message. After clicking on "Ok" button only, the record will be deleted.



Screen 15.2.4a

After the user confirms the above message, system will display the acknowledgement screen of this action to the user.



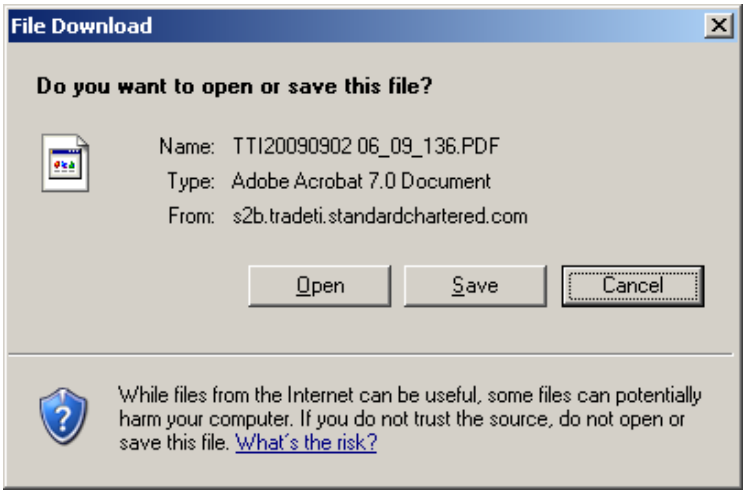
Screen 15.2.4b

15.2.5 Print Clause

The user can select any one or more than one clause by clicking on the checkbox as shown. Then click on Print button to print the details of the records selected.

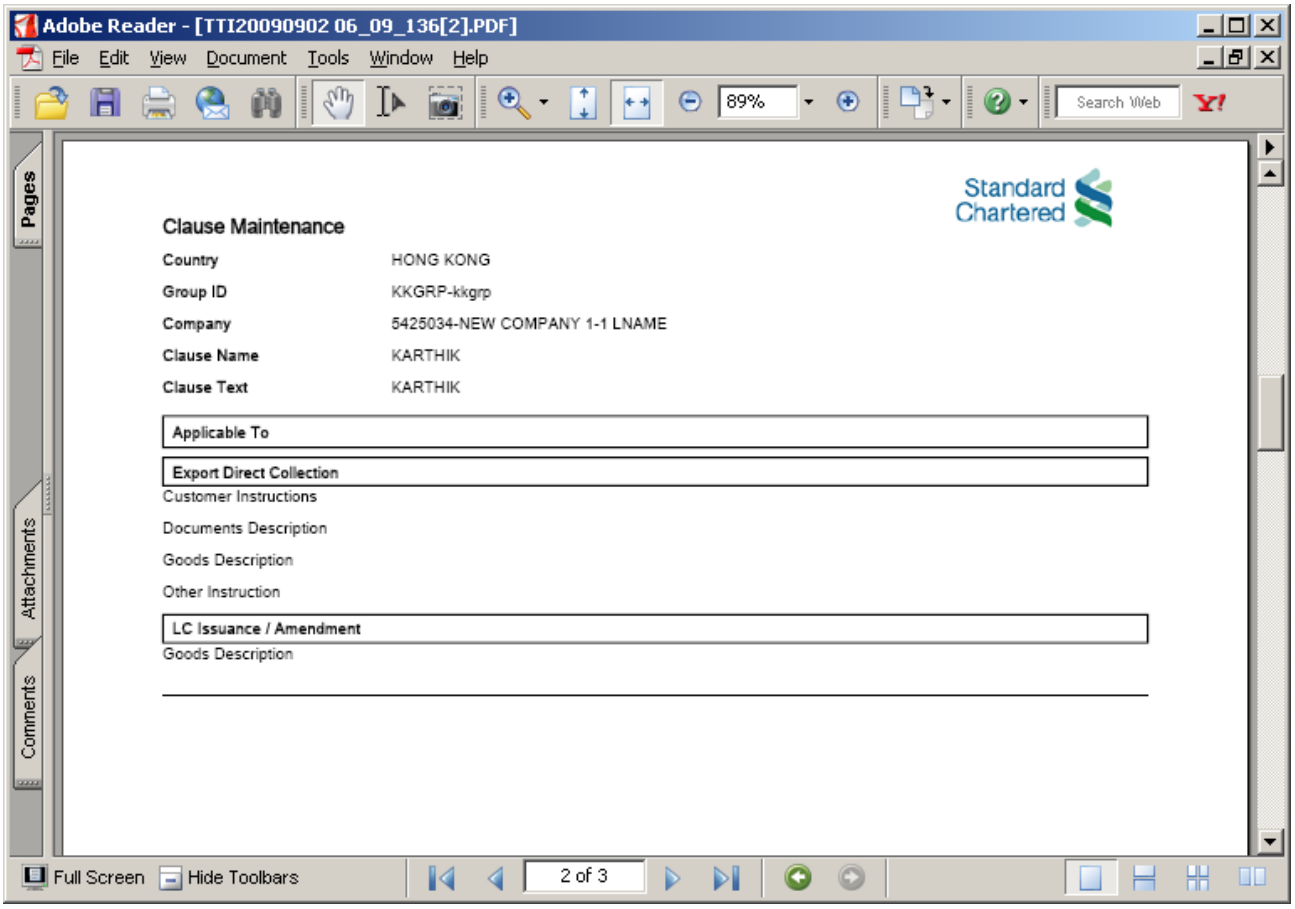
Screen 15.2.5a

After clicking on the Print button, following window will be displayed to open the report directly or save the PDF file to local PC.


File Download
Do you want to open or save this file?
Name: TTI20090902 06_09_136.PDF
Type: Adobe Acrobat 7.0 Document
From: s2b.tradeti.standardchartered.com
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Screen 15.2.5b

After clicking on the “Open” button, the PDF report will be generate and user can further print directly or save this file to local PC.



Screen 15.2.5c

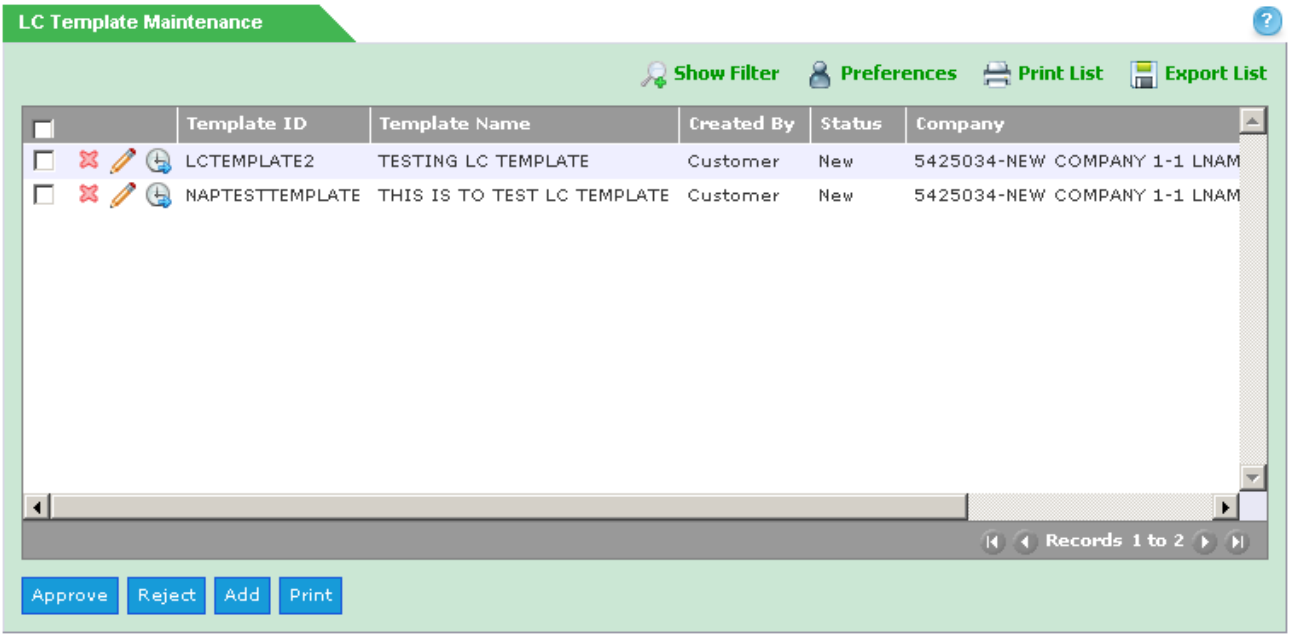
15.3 LC Template

Trade Banking Setup
Setup Home | Preferred Party Maintenance | Clause Maintenance | LC Template | Standby LC Template | Export Direct Collection

The user can use this module to maintain standard templates for their Letter of Credit by Letter of Credit applications. They will also see LC templates created by the Bank. The user will not be able to modify or delete any of the templates created by the Bank.

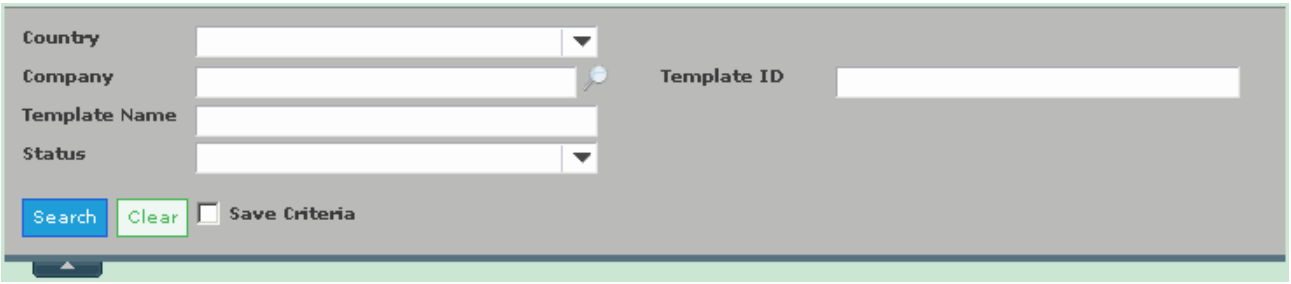
The templates will help the user to define standard values that are repeated for all their LC applications. When using the templates, all the data will be pre-populated on the LC application screen thus minimizing the data entry effort and errors produced during the initiation process.

By default, the user can see the list of all the LC templates already maintained in this summary screen. If there are no templates created, then this screen will not contain any records.
Navigate to this screen from Trade Finance – Transactions – Trade Static Reference – LC Template.



Screen 15.3a

The users can also search for the specific template by clicking on the “Show Filter” link. They will be allowed to enter the following search criteria and click on the “Search” button to display the results on the main screen.

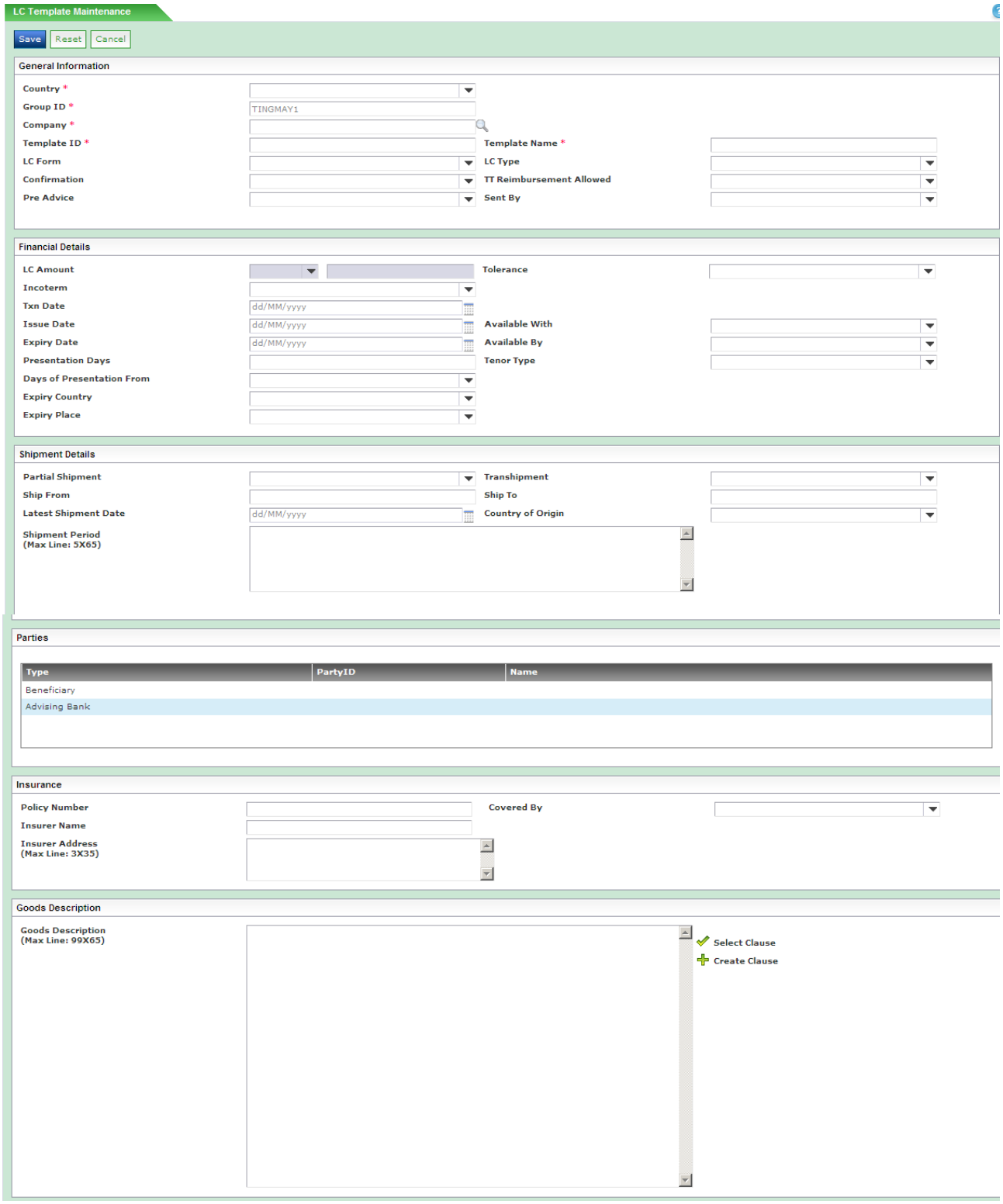


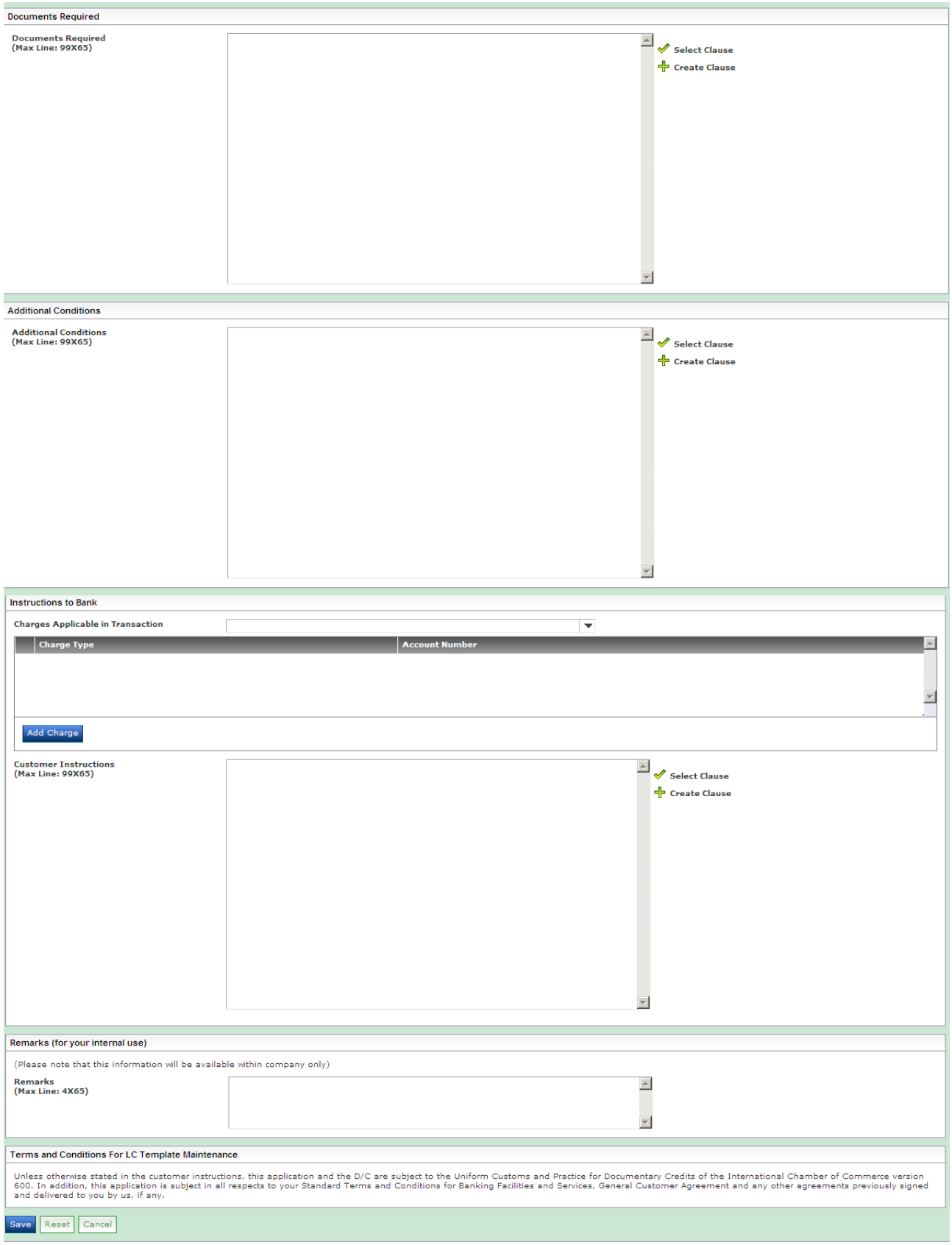
Screen 15.3b

There are 4 action buttons and 3 icons on the main screen. Below are the description of each action button and icon on this screen.

Button	Description
Approve	This button is used by the approver to approve any new template created if it requires further approval before using in any transactions.
Reject	This button is used by the Approver to reject any template created incorrectly and require correction
Add	This button is used to create new LC templates
Print	This button is used to Print the LC template details in PDF document
Delete icon	This icon is used to delete any LC template record
Edit icon	This icon is used to edit any existing LC template details
Audit Trail icon	This icon is used to see the audit log of users who have worked on a particular templates

15.3.1 Add LC Template




Documents Required
Documents Required
(Max Line: 99X65)
Select Clause
Create Clause
Additional Conditions
Additional Conditions
(Max Line: 99X65)
Select Clause
Create Clause
Instructions to Bank
Charges Applicable in Transaction
Charge Type
Account Number
Add Charge
Customer Instructions
(Max Line: 99X65)
Select Clause
Create Clause
Remarks (for your internal use)
(Please note that this information will be available within company only)
Remarks
(Max Line: 4X65)
Terms and Conditions For LC Template Maintenance
Unless otherwise stated in the customer instructions, this application and the D/C are subject to the Uniform Customs and Practice for Documentary Credits of the International Chamber of Commerce version 600. In addition, this application is subject in all respects to your Standard Terms and Conditions for Banking Facilities and Services, General Customer Agreement and any other agreements previously signed and delivered to you by us, if any.
Save
Reset
Cancel

Screen 15.3.1

The input guidelines and validations are described in the table below.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
General Information				
Country	Mandatory	Drop down	Generic	Choose the country from the list
Group ID	Mandatory	Display	Generic	The group id will be populated by default
Company	Mandatory	List box	Generic	Click on the magnifying icon besides this field to select the company for which you are creating the template
Template ID	Mandatory	Alpha Numeric	Generic	It is unique identifier for the template within Country, Group and Company. It can allow maximum of 16 characters
Template Name	Mandatory	Alpha Numeric	Generic	It is name of template and can hold maximum of 35 characters
Form of LC		Dropdown	Generic	Select the form of LC. Options available are Irrevocable & Transferable LC and Irrevocable LC **Irrevocable L/Cs** may not be modified or cancelled by the buyer. The buyer's issuing bank must follow through with payment to the seller so long as the seller complies with the conditions listed in the letter of credit. **Transferable LC** allows the seller to transfer all or part of the proceeds of the original letter of credit to a second beneficiary, usually the ultimate supplier of the goods.
LC Type		Dropdown	Generic	Select from the dropdown. The options include Ordinary LC, Back-to-Back LC, Standby, Red Clause LC, etc.
Confirmation Instruction		Dropdown	Generic	Select from the dropdown. Options include 'May Add', 'Not Applicable', 'Yes' and 'No'
TT Reimbursement Allowed		Dropdown	Generic	Select from the dropdown. Options include 'Yes' and 'No'
Pre Advice		Dropdown	Generic	Select Yes if the LC has been pre advised otherwise No
Sent By		Dropdown	Generic	Select from the dropdown the mode of transmitting the LC such as Airmail, By Hand, Courier, Mail, Reg Mail, Speed Post, SWIFT etc.
Financial Details				
LC Currency and Amount	N/A	Currency and Amount	Generic	As this information changes for every LC, the currency and amount cannot be defined in LC template.
Tolerance		Dropdown	Generic	Select from the dropdown. This will provide options to set up the allowed variance in amount.
Inco term		Dropdown	Generic	Select the LC terms from the dropdown list. For e.g. FOB, CIF etc
Txn Date	N/A	Date	Generic	This is transaction date of LC. As this information changes for every LC it cannot be defined in the template
Issue Date	N/A	Date	Generic	This is Issue date of LC. As this information changes for every LC it cannot be defined in the template
Expiry Date	N/A	Date	Generic	This is Expiry date of LC. As this information changes for every LC it cannot be defined in the template
Available With		Dropdown	Generic	Select from the dropdown. The options include Issuing Bank, Advising Bank, and Any Bank.
Available By		Dropdown	Generic	Select from the dropdown. The options available are Payment, Acceptance, Negotiation and Deferred Payment.
Presentation Days		Numeric	Generic	Enter the no of days allowed for presentation of documents.
Tenor type		Dropdown	Generic	Select from the dropdown. Options available are Sight or Usance.
Days of Presentation from		Dropdown	Generic	Select from the dropdown. This identifies the event of the trade after which the documents have to be presented
Draft After		Dropdown	Generic	Select from the dropdown if the LC is Usance
Expiry Country		Dropdown	Generic	Select from the dropdown
Tenor days		Numeric	Generic	This field will become mandatory when the tenor type is Usance. Enter the no. Of days if the LC is a Usance LC.

Expiry Place		Dropdown	Country	Select from the dropdown. The options available are Beneficiary country, At our counters and Others. If user selects Others, a separate blank field will be displayed to the user in which the user has to specify the place where the credit expires. For some countries the field will be a free text window.
Varied Amount +/-		Numeric	Generic	Enter the amount of variance allowed under the LC. Requires input if you have selected vary amount in Tolerance.
Varied Percentage +/-		Numeric	Country	Enter the percentage of variance allowed under the LC. Requires input if you have selected vary percentage in Tolerance. For select countries system will support only one value for varied percentage, i.e. +/- will be same value.
Shipment Details				
Partial Shipment		Dropdown	Generic	Select from the dropdown. The options available are Allowed, Not allowed and Not Applicable.
Transhipment		Dropdown	Generic	Select from the dropdown. The options available are Allowed, Not allowed and Not Applicable.
Ship From		Text Area	Generic	Enter the name of the port of discharge of goods.
Ship To		Text Area	Generic	Enter the name of the port of destination of goods.
Latest Shipment Date	N/A	Date	Generic	As the shipment date changes for every LC, it cannot be defined in a template
Country of Origin		Dropdown	Generic	Select Country of origin from dropdown
Shipment Period		Alpha Numeric	Generic	Enter the period allowed for shipment of goods.
Parties				
Party Type		Non Editable	Generic	This is a non-editable field. It is the type of the party you want to create for e.g. Applicant, Beneficiary or Advising Bank
Party Name		Text area	Generic	Enter the name of the Party
Party ID		Look up Icon		Click on the look up icon and select the party from the new window that displays a list of applicant or beneficiary or advising bank Ids. You can also type the first few characters of the Party ID and click on lookup to get a shortlist of Ids that match your criteria.
Party Address		Text area		The address will automatically get updated once you have selected either the ID or the Name.
Email Address		Text area		Customers can also capture the email id of their beneficiary via “LC Issuance” screen under Parties section
Add to Favorites		Radio button	Generic	Tick on the radio button if you want to include this party in your favorites list. This enables you to select this company from the favorites at the next instance of issuance request input.
Insurance				
Insurance Policy Number		Alpha Numeric	Generic	Enter the policy number of the Insurance, if the policy is an open policy and/or covered by the applicant.
Insurance Covered By	Mandatory	Dropdown	Generic	Select from the dropdown, the party that is paying for the insurance.
Insurance Company Name		Text Area	Generic	Enter the name of the Insurance Company.
Insurance Company Address		Text Area	Generic	Enter the address of the Insurance Company.
Goods Description				
Goods Description		Text area	Generic	Enter the brief description of goods, unit price, if any and shipping terms as defined in the Inco terms. User can also select the pre-defined text from Clause library by clicking on the “Select Clause’ link besides it.
Documents Required				

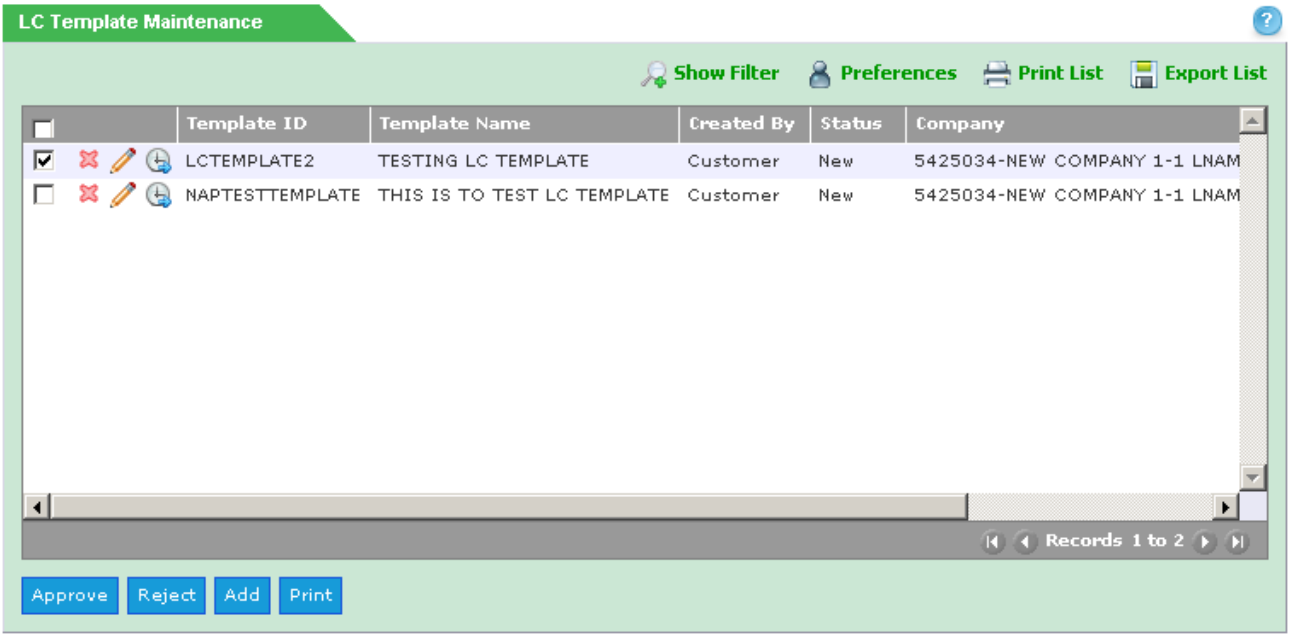
Documents Required		Text area	Generic	Enter the list of all documents that the beneficiary should present for negotiation, payment or acceptance under the letter of credit. Also specify the number of copies required for each document. User can also select the pre-defined text from Clause library by clicking on the “Select Clause’ link besides it.
Additional Conditions				
Additional Conditions		Text area	Generic	Enter the list of all the additional conditions that the beneficiary should satisfy while presenting documents under the letter of credit for negotiation, payment or acceptance. User can also select the pre-defined text from Clause library by clicking on the “Select Clause’ link besides it.
Additional Goods / Terms / Conditions				
Additional Goods/ Terms/ Conditions		Text area	Generic	Enter any other terms/conditions that you may wish to include in the letter of credit. User can also select the pre-defined text from Clause library by clicking on the “Select Clause’ link besides it.
Instructions to Bank				
Charges Applicable		Dropdown	Generic	Please indicate the party who will bear the charges by selecting from the dropdown or any specific instructions. For e.g. All charges by Applicant All charges by Beneficiary Other – Refer to customer instructions
Charge Type		Dropdown	Generic	Select from the dropdown All Charges Commission Margin Proceeds
Account Number		Dropdown	Generic	Select from the dropdown any of your account numbers that you wish to get debited for the fee item selected. This field is mandatory only if the value selected in Charges flag is ‘All charges are for the account of Applicant’. . If ‘All charges’ selected in banking charge only one account field will be enabled.
Customer Instructions		Text area	Generic	Enter any specific instructions in the LC application that you want the Bank to act on. User can also select the pre-defined text from Clause library by clicking on the “Select Clause’ link besides it.
Remarks (for your internal use)				
Remarks		Alpha Numeric	Generic	Please enter any special remarks for your internal purpose
Terms and Conditions for LC Template Maintenance	Non Editable	Text	Generic	This is the standard terms and conditions for LC issuance by the bank which will be appended for every LC Issued

There are three action buttons present at the top and bottom of the LC Template Maintenance screen which are described below.

Button	Description
Save	The user needs to click on this button to finish the creation of LC Template and forward it to approver if required. The system will display the acknowledgement that the LC Template is created.
Clear	This button helps the user to clear the data on the screen and start entering from beginning
Cancel	This button helps the user to cancel the operation and return back to the previous screen

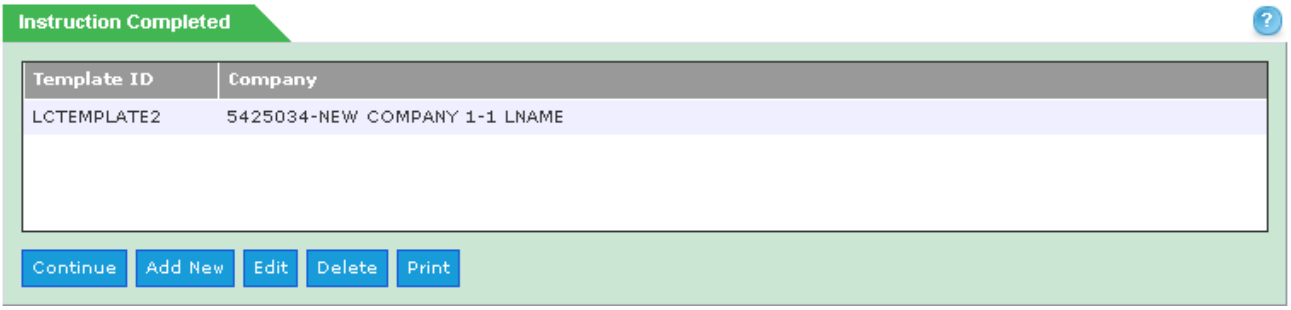
15.3.2 Authorise LC Template

The templates that are created and pending authorization will be available under the status as “New”. The approver can select the record and click on Approve button. Only after the template is approved, it will be available for the users during the creation of the transactions.



Screen 15.3.2a

The user can select either a single template or multiple templates by clicking on the check boxes and then proceed to click on the “Approve” button. Following screen will be displayed if the template is successfully approved.



Screen 15.3.2b

If there is some mistake in content while creating the template and need correction, the approver can click on the “Reject” button to disapprove the template. The status will remain as “New” and it can be further edited.

15.3.3 Edit LC Template

User can click on Edit icon ( ) on LC Template screen to edit that particular template. The LC detail screen will be shown similar to Screen 13.3.1. The user can make the changes in the required fields. After editing, user can save the record by clicking on ‘Save’ button.

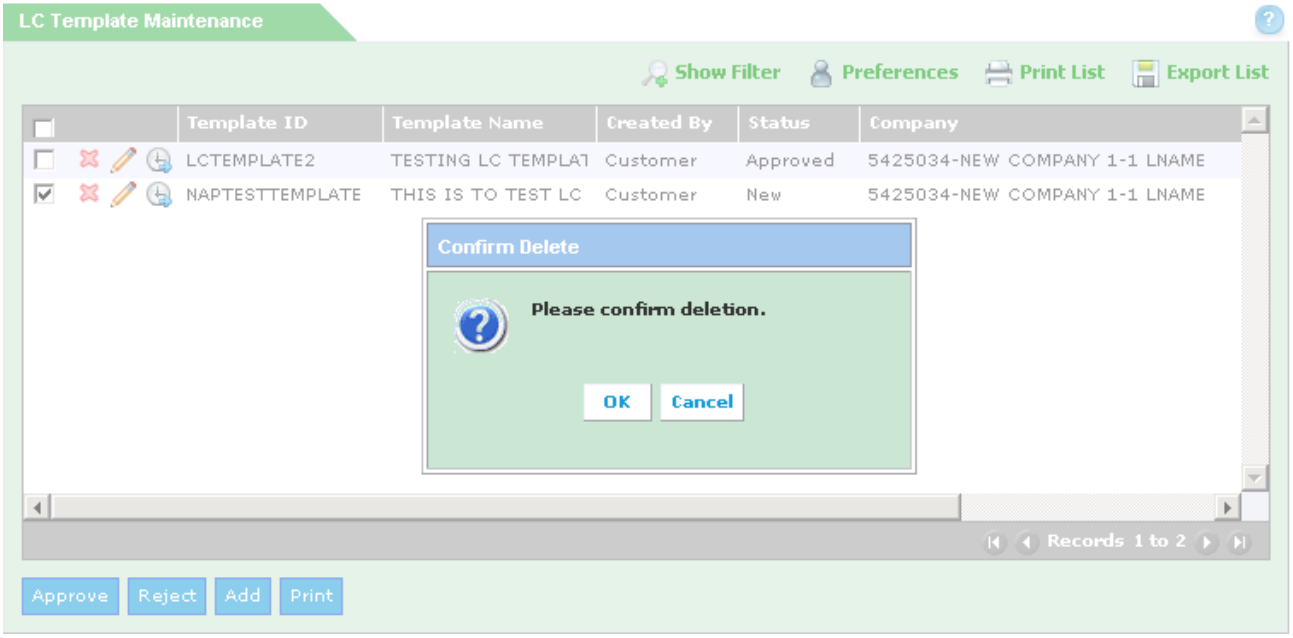
There are three action buttons present at the top and bottom of the Edit LC Template screen which are described below.

Button	Description
Save	The user need to click on this button to finish the editing of and forward it to approver if required
Reset	This button helps the user to clear the data on the screen and start entering from beginning

Cancel	This button helps the user to cancel the operation and return back to the previous screen

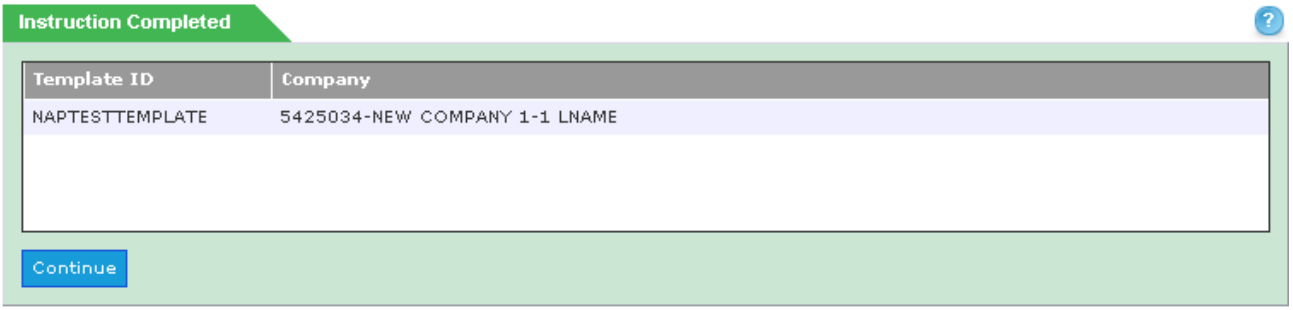
15.3.4 Delete LC Template

User can click on Delete icon (✖) before any template that they want to delete. Upon clicking the delete icon, user will be asked with the confirmation message. After clicking on “Ok” button only, the record will be deleted.



Screen 15.3.4a

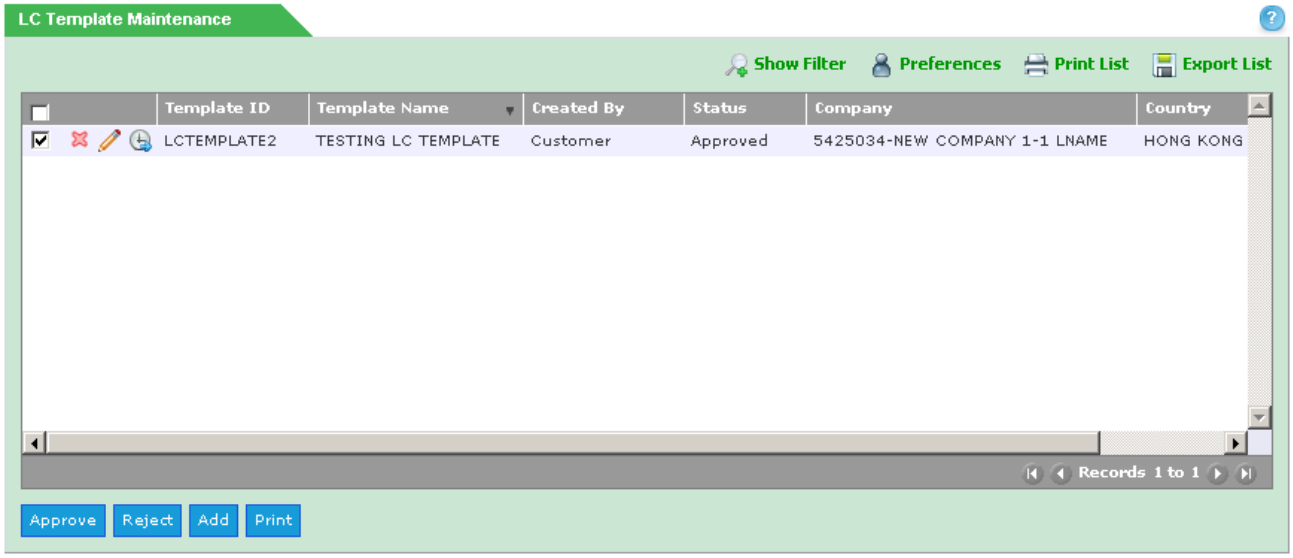
After the user confirms the above message, system will display the acknowledgement screen of this action to the user.



Screen 15.3.4b

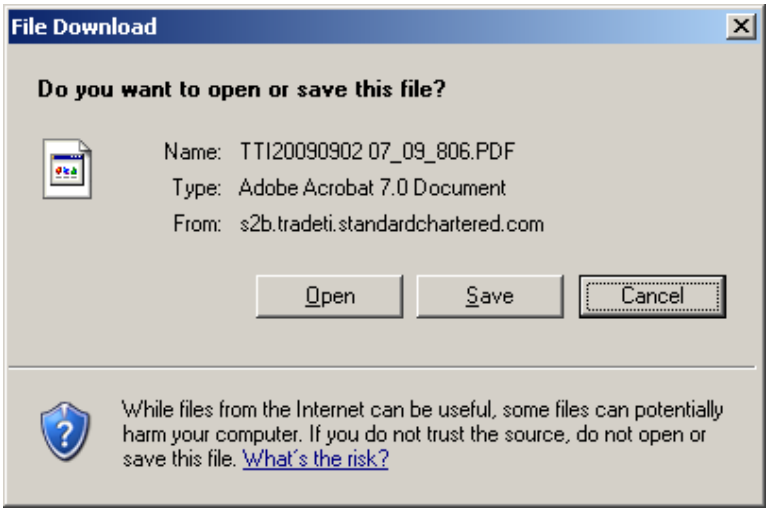
15.3.5 Print LC Template

The user can select any one or more than one LC template by clicking on the checkbox as shown. Then click on Print button to print the details of the records selected.



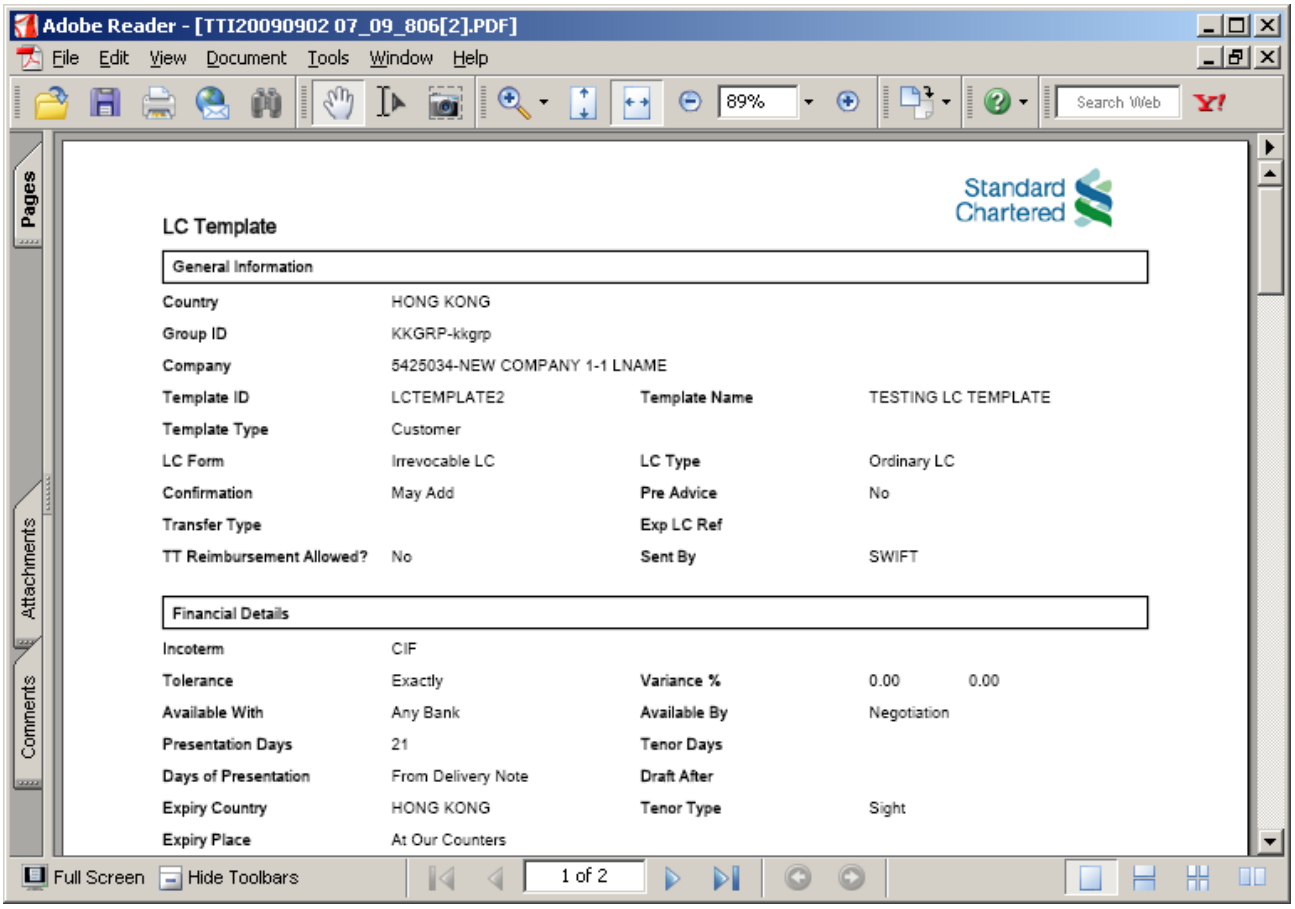
Screen 15.3.5a

After clicking on the Print button, following window will be displayed to open the report directly or save the PDF file to local PC.


File Download
Do you want to open or save this file?
Name: TTI20090902 07_09_806.PDF
Type: Adobe Acrobat 7.0 Document
From: s2b.tradeti.standardchartered.com
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Screen 15.3.5b

After clicking on the “Open” button, the PDF report will be generate and user can further print directly or save this file to local PC.



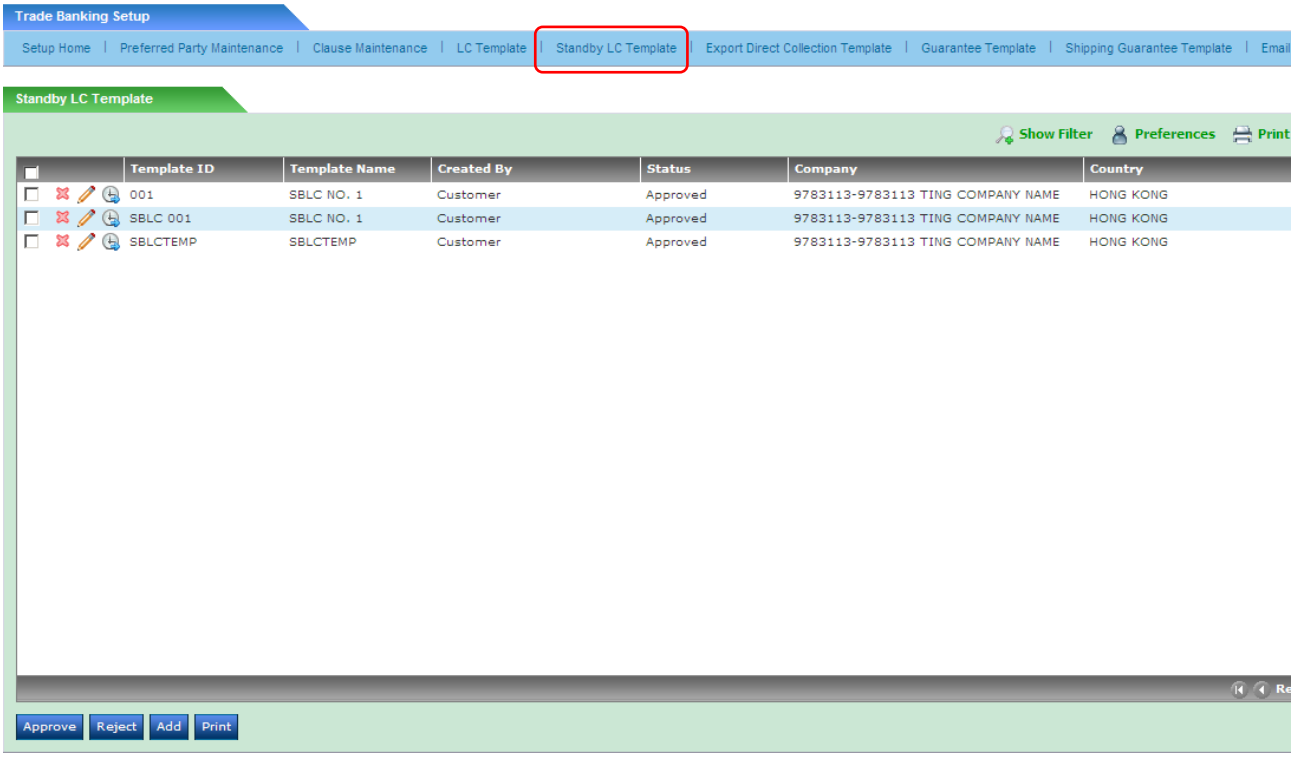
Screen 15.3.5c

15.4 Standby LC Template

The user can use this module to maintain standard templates for their Standby Letter of Credit by Standby Letter of Credit applications. They will also see Standby LC templates created by the Bank. The user will not be able to modify or delete any of the templates created by the Bank.

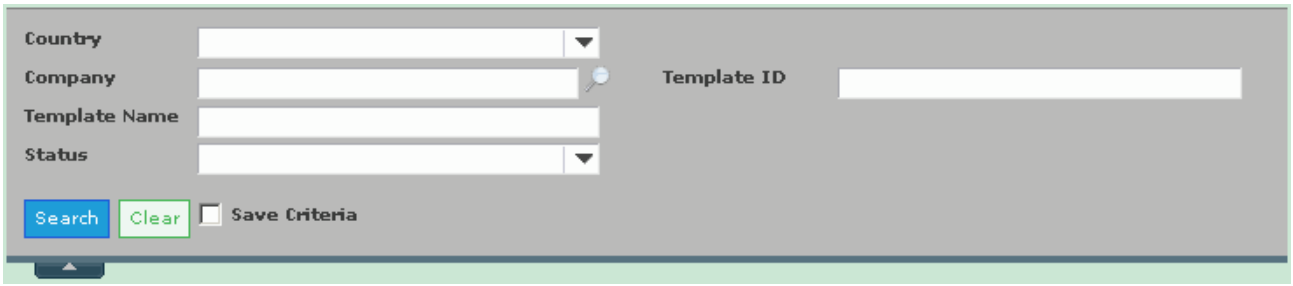
The templates will help the user to define standard values that are repeated for all their Standby LC applications. When using the templates, all the data will be pre-populated on the Standby LC application screen thus minimizing the data entry effort and errors produced during the initiation process.

By default, the user can see the list of all the Standby LC templates already maintained in this summary screen. If there are no templates created, then this screen will not contain any records.
Navigate to this screen from Trade Finance – Transactions – Trade Static Reference – Standby LC Template



Screen 15.4a

The users can also search for the specific template by clicking on the “Show Filter” link. They will be allowed to enter the following search criteria and click on the “Search” button to display the results on the main screen.

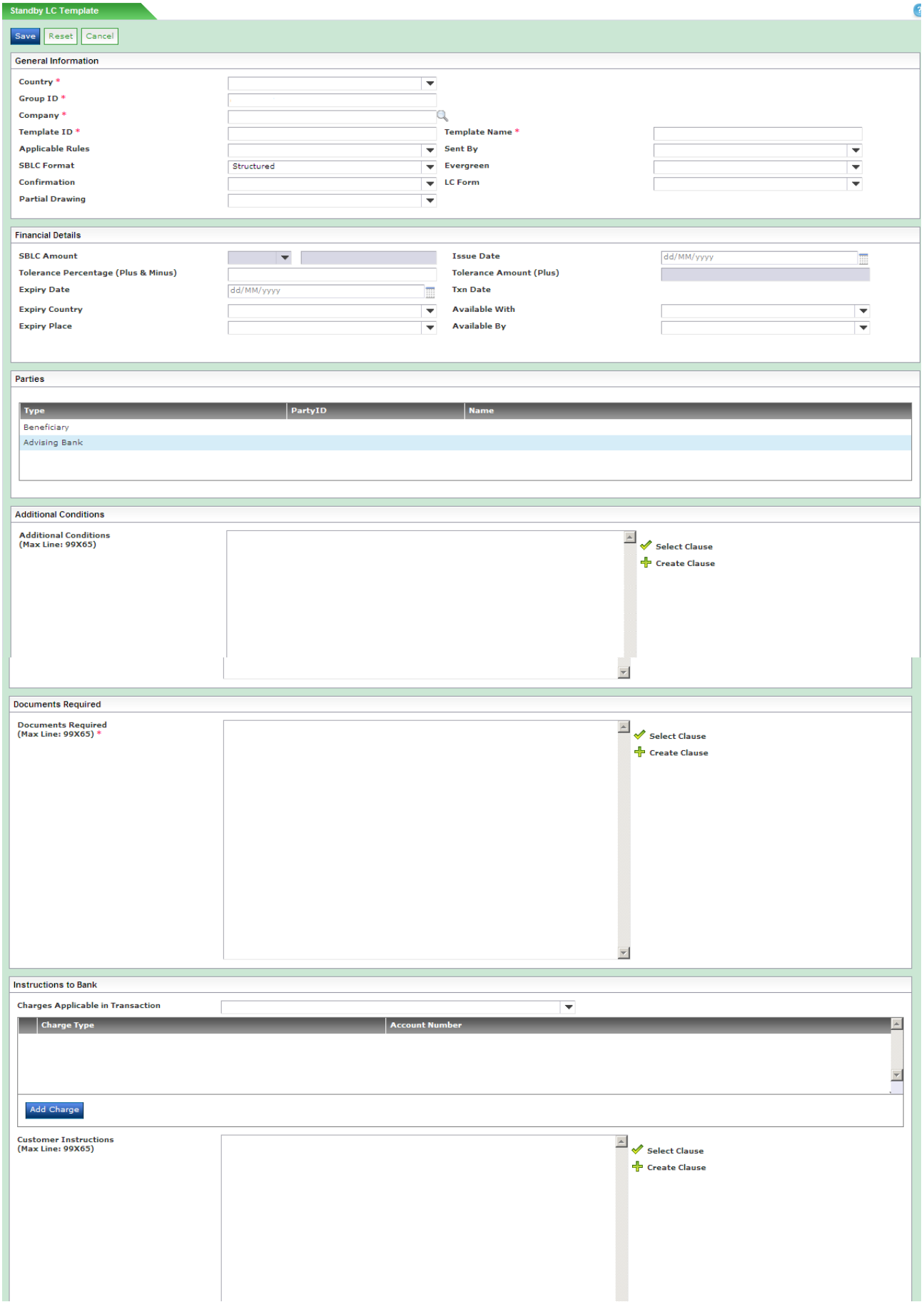


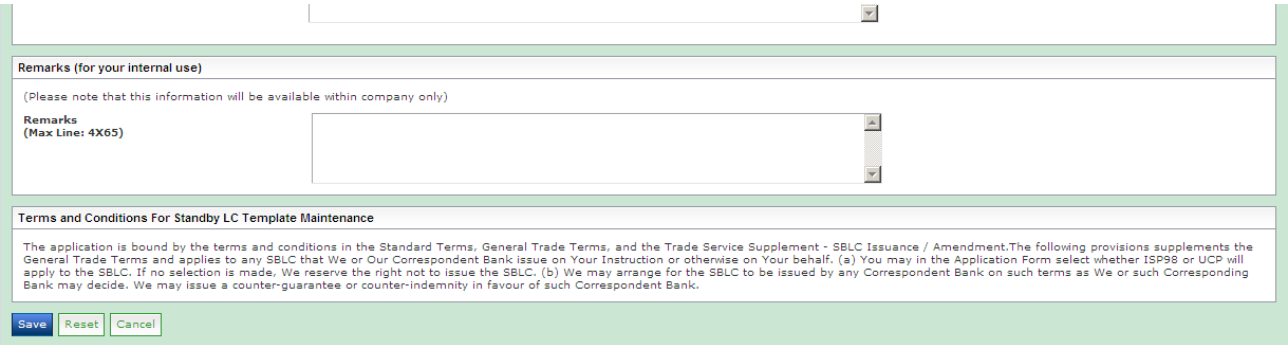
Screen 15.4b

There are 4 action buttons and 3 icons on the main screen. Below are the description of each action button and icon on this screen.

Button	Description
Approve	This button is used by the approver to approve any new template created if it requires further approval before using in any transactions.
Reject	This button is used by the Approver to reject any template created incorrectly and require correction
Add	This button is used to create new LC templates
Print	This button is used to Print the LC template details in PDF document
Delete icon	This icon is used to delete any LC template record
Edit icon	This icon is used to edit any existing LC template details
Audit Trail icon	This icon is used to see the audit log of users who have worked on a particular templates

15.4.1 Add Standby LC Template - Structured




Remarks (for your internal use)
(Please note that this information will be available within company only)
Remarks
(Max Line: 4X65)
Terms and Conditions For Standby LC Template Maintenance
The application is bound by the terms and conditions in the Standard Terms, General Trade Terms, and the Trade Service Supplement - SBLC Issuance / Amendment.The following provisions supplements the General Trade Terms and applies to any SBLC that We or Our Correspondent Bank issue on Your Instruction or otherwise on Your behalf. (a) You may in the Application Form select whether ISP98 or UCP will apply to the SBLC. If no selection is made, We reserve the right not to issue the SBLC. (b) We may arrange for the SBLC to be issued by any Correspondent Bank on such terms as We or such Corresponding Bank may decide. We may issue a counter-guarantee or counter-indemnity in favour of such Correspondent Bank.
Save
Reset
Cancel

Screen 15.4.1

The input guidelines and validations are described in the table below.

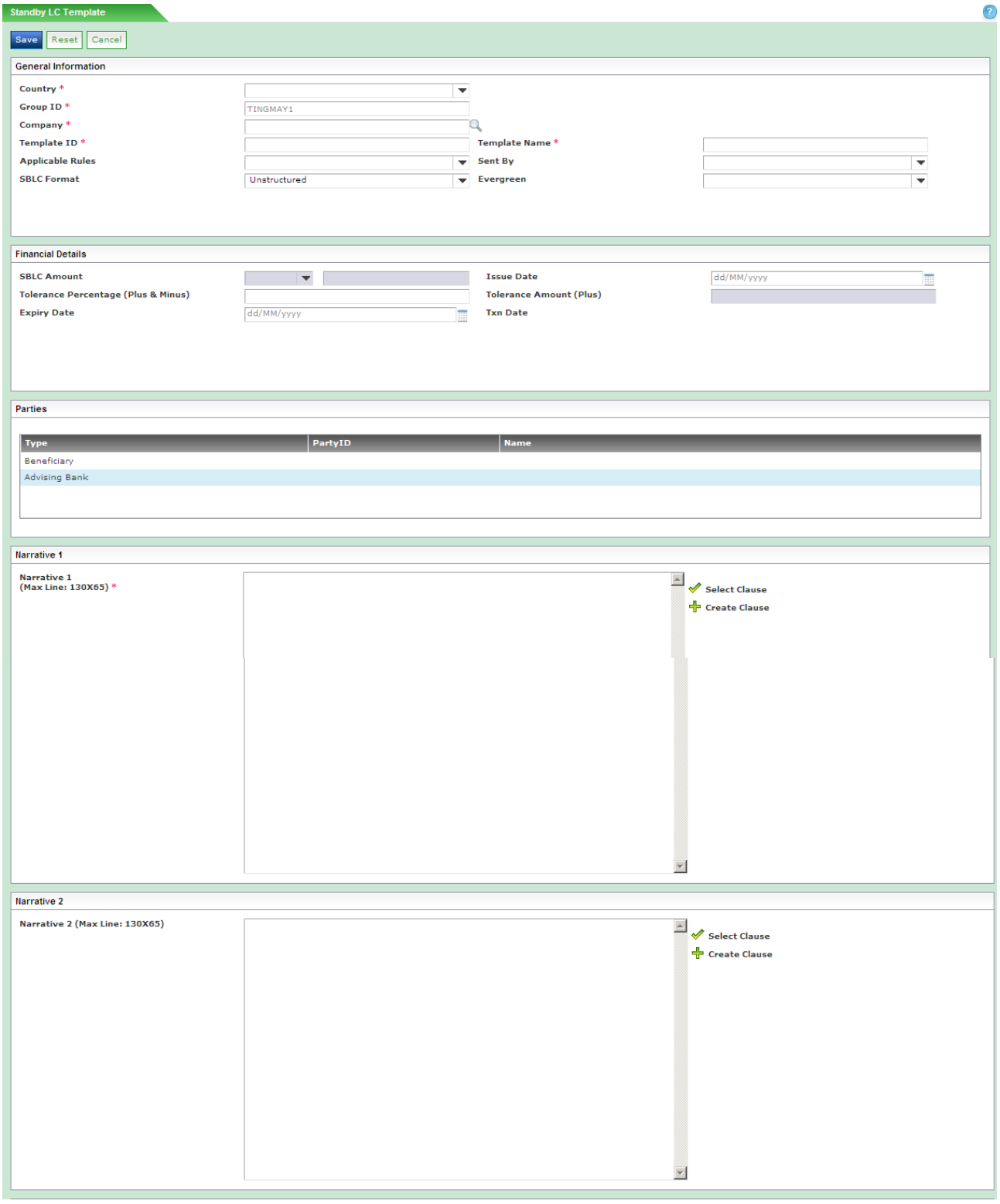
Field	Requirement	Type of Field	Description	Rules/ Validation / Others
General Information				
Country	Required	Display field	This field displays the Customer's Country	Read Only
Group ID	Mandatory	Display	Generic	The group id will be populated by default
Company	Required	Display field	This field will display the Customer name	Read Only
Template ID	Mandatory	Alpha Numeric	Generic	It is unique identifier for the template within Country, Group and Company. It can allow maximum of 16 characters
Template Name	Mandatory	Alpha Numeric	Generic	It is name of template and can hold maximum of 35 characters
Sent By	Mandatory	Drop Down	Dispatch mode of the documents by customer.	Available options: 1. Airmail 2. Courier 3. Express Airmail (Registered) 4. By Hand 5. Mail 6. Registered Airmail 7. Registered Mail 8. Speed Post 9. SWIFT
SBLC Format	Mandatory	Drop Down	Describes the message format to be sent	Structured
LC Form	Mandatory	Drop Down	This filed will display the options for Form of LC from the list of values table	The drop-down list contains these options: 1. Irrevocable Standby 2. Irrevocable Transferable Standby (subject to country specific)
Confirmation	Mandatory	Drop Down	This field will display the options for confirmation Instruction	The drop-down list contains these options: • Yes • No • May Add • Not Applicable
Applicable Rules	Mandatory	Drop Down	This field represents the applicable rules for the transaction	The drop-down list contains these options: • ISP98 • URDG • OTHER • UCP600
Partial Drawing	Mandatory	Drop Down	This field indicates whether or not partial drawing is allowed.	The drop-down list contains these options: • Allowed • Not Allowed • Not Applicable
Evergreen	Mandatory	Drop Down	This field denote whether the guarantee is evergreen or with fixed expiry.	The options available are given below: • Fixed Expiry • Evergreen
Financial Details				
SBLC Amount	Mandatory	CCY: Drop down Amount: Text Field	This includes 2 input fields: Currency and Amount of the SBLC.	• Currency: Currency code uploaded by system and subject to country's confirmation • The system should be able to dynamically validate the decimal points according to currency.

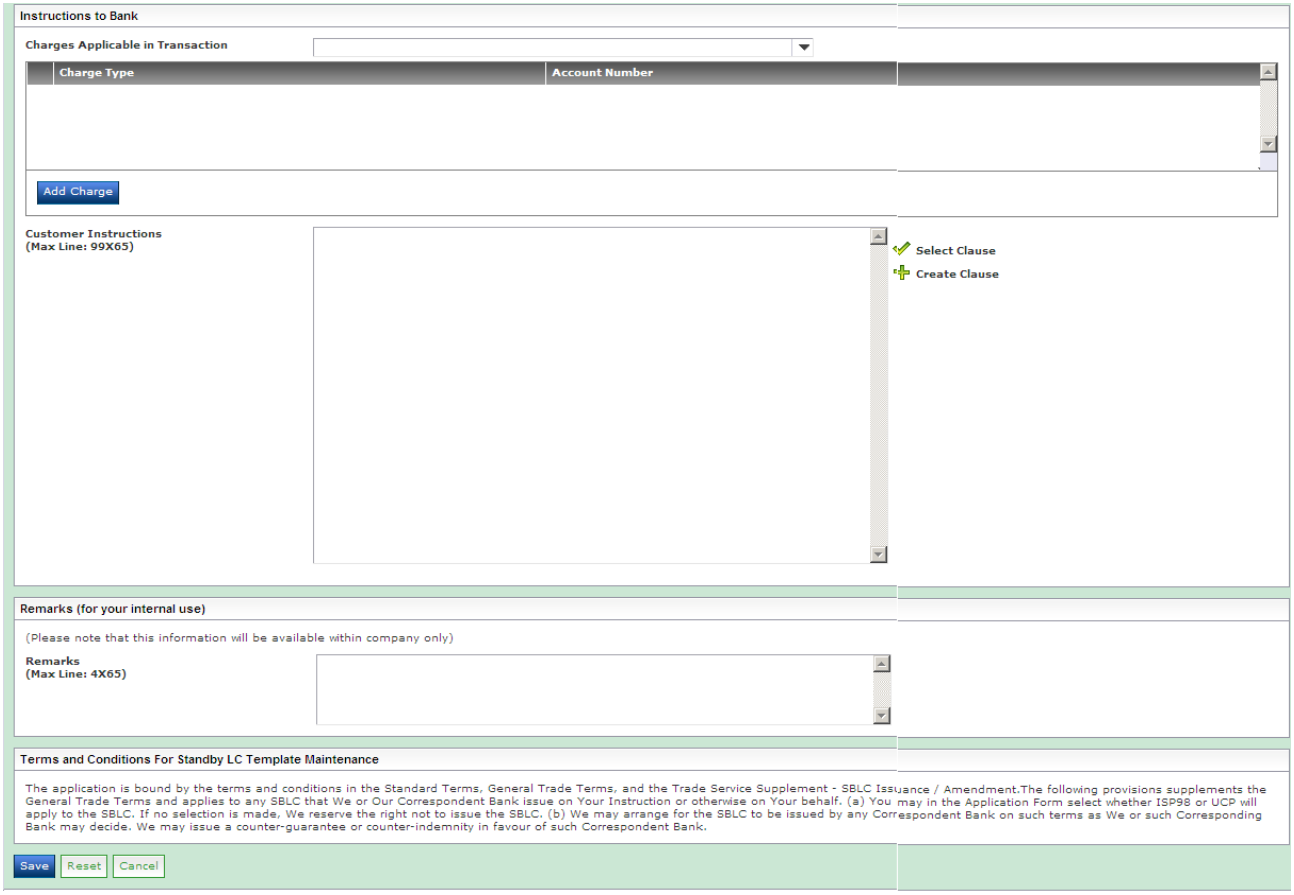
Tolerance Percentage (Plus & Minus)	Optional	Text Field	This field specifies the tolerance percentage for the SBLC	• Customer can input value in this field or "Tolerance Amount" field. Both cannot be entered. System will issue an error in such case. • The value in this field is taken for both positive and negative tolerance.
Expiry Date	Mandatory	Calendar Popup	This refers to the date when the SBLC expires.	• The field is mandatory. • The system checks that this is later than the issuance date. • The system should be able to validate the date based on the customer time zone. •
Expiry Country	Mandatory	Drop Down	Expiry Country of the SBLC	Drop Down Box to display the country name for selection. The values will be popped up depending upon customer's country code.
Expiry Place	Mandatory	Text box	This field refers to the place where the SBLC expires.	• The field is based on the list of values: 1. Beneficiary Country 2. At Our Counters 3. Other • If selected 'Others' a free text window will appear to input the data. The SWIFT validation applies for the data input.
Issue Date	Optional	Calendar Popup	This is SBLC Issue Date	• If customer wants to send the transaction at Future date to Bank, user can choose the issue date accordingly. The transaction will be sent on the Issue date or next working date to Bank. • The date should be greater than or equal to system date and lesser than expiry date. • If no date is provided, the issuance date will be same as the system date.
Tolerance Amount (Plus)	Optional	Text field	This field specifies the tolerance amount for the SLC	• Customer can input value in this field or "Tolerance Percentage" field. Both cannot be entered. System will issue an error in such case. • The value in this field is taken as maximum amount for the SBLC.
Txn Date	Read Only	R	This shows the Transaction date	This is read only field and shows system date depending upon customer's group time zone. The txn date should be updated for each new event.
Available With	Mandatory	Drop Down	This field shows with whom the SBLC is made Available.	Drop down Box with the following value selected by customer, • Issuing Bank (Default) • Advising Bank • Reimbursing Bank • Any Bank
Available By	Mandatory	Drop Down	This field shows SBLC Available By	The drop-down list contains 2 options: 1. Payment 2. Negotiation
Parties				
Party Type	Mandatory	This field refers to a Party Type	**Applicant** The Applicant will default to the customer for which the Standby is created. Secondary Applicant may be available depending on client setup•	• This field show different Party Types like 'Applicant', 'Beneficiary', Advising Bank etc. • For SBLC issuance, by default following three Parties will be displayed which are mandatory. Applicant Beneficiary Advising Bank
			Beneficiary • User may search for applicable Beneficiary Party ID • Once user chooses a party ID, the party name and address will populate.	

			Advising Bank • When customer tries to search for 'Advising Bank' using search icon, user will be provided three fields for search – Source, Bank ID, Bank Name. 'Source' is a drop down with options 'Bank Favorites' and 'Bank Master'. User will not be able to search on Extension ID field. • Under 'Bank Favorites', all the favorite Banks created at Group or Company level which user has access to will be displayed. • Under 'Bank Master', all the banks from Bank master list will be displayed. • Once user selects bank id, bank name and address will populate.	
Additional Conditions				
Additional Conditions	Mandatory	Text box	Enter conditions of the Standby LC	Word wrap mechanism is in place When the user input exceeds the size limit of the field, a message is displayed asking the user to reduce the text size User may select existing clause or create and save new clause, which may be retrieved for later use
Documents Required				
Documents Required	Mandatory	Text box	Enter any required documents	Word wrap mechanism is in place When the user input exceeds the size limit of the field, a message is displayed asking the user to reduce the text size User may select existing clause or create and save new clause, which may be retrieved for later use
Instructions to Bank				
Charges applicable in transaction	Mandatory	Text box	This field is used to indicate who will pay the charges	User can select value from drop down: • All banking charges are for account of beneficiary • All banking charges are for account of applicant • Others – Refer Customer Instructions
Add Charge – Charge type	Optional	Drop Down	This indicates the charge type	The drop-down list contains these 4 options: •All Charges - If the field 'All Charges' is selected then user should not be able to select other charge types in other rows •Commission •Margin • Proceeds Once charge type is selected, account no. must also be selected. The Charge Type cannot have repetition. If selected more than once, the system should provide an alert 'Charge Type cannot be duplicated'. If the field is 'All banking charges are for account of beneficiary', user may only choose Charge Type: All Charges.
Remarks (for your internal use)				
Remarks (for your internal use) – available under ALL TAB	Optional	Text box	This field will be used by customer for internal use purpose to pass any message to his colleagues	• The system should be able to send these fields data in email notification to company Authoriser. • The system should not send this information to back office. • When user tries to print the customer copy of SBLC, this information should also be printed along with SBLC details.
Terms and Conditions for Standby LC Template Maintenance				

Terms and Conditions for LC Template Maintenance	Non Editable	Text	Generic	This is the standard terms and conditions for LC issuance by the bank which will be appended for every LC Issued

15.4.2 Add Standby LC Template - Unstructured




Instructions to Bank
Charges Applicable in Transaction
Charge Type
Account Number
Add Charge
Customer Instructions
(Max Line: 99X65)
Select Clause
Create Clause
Remarks (for your internal use)
(Please note that this information will be available within company only)
Remarks
(Max Line: 4X65)
Terms and Conditions For Standby LC Template Maintenance
The application is bound by the terms and conditions in the Standard Terms, General Trade Terms, and the Trade Service Supplement - SBLC Issuance / Amendment.The following provisions supplements the General Trade Terms and applies to any SBLC that We or Our Correspondent Bank issue on Your Instruction or otherwise on Your behalf. (a) You may in the Application Form select whether ISP98 or UCP will apply to the SBLC. If no selection is made, We reserve the right not to issue the SBLC. (b) We may arrange for the SBLC to be issued by any Correspondent Bank on such terms as We or such Corresponding Bank may decide. We may issue a counter-guarantee or counter-indemnity in favour of such Correspondent Bank.
Save
Reset
Cancel

Screen 15.4.2

The input guidelines and validations are described in the table below.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
General Information				
Country	Required	Display field	This field displays the Customer's Country	Read Only
Group ID	Mandatory	Display	Generic	The group id will be populated by default
Company	Required	Display field	This field will display the Customer name	Read Only
Template ID	Mandatory	Alpha Numeric	Generic	It is unique identifier for the template within Country, Group and Company. It can allow maximum of 16 characters
Template Name	Mandatory	Alpha Numeric	Generic	It is name of template and can hold maximum of 35 characters
Sent By	Mandatory	Drop Down	Dispatch mode of the documents by customer.	Available options: 1. Airmail 2. Courier 3. Express Airmail (Registered) 4. By Hand 5. Mail 6. Registered Airmail 7. Registered Mail 8. Speed Post 9. SWIFT
SBLC Format	Mandatory	Drop Down	Describes the message format to be sent	Unstructured
Applicable Rules	Mandatory	Drop Down	This field represents the applicable rules for the transaction	The drop-down list contains these options: • ISP98 • URDG • OTHER • UCP600

Evergreen	Mandatory	Drop Down	This field denote whether the guarantee is evergreen or with fixed expiry.	The options available are given below: • Fixed Expiry • Evergreen
Financial Details				
SBLC Amount	Mandatory	CCY: Drop down Amount: Text Field	This includes 2 input fields: Currency and Amount of the SBLC.	• Currency: Currency code uploaded by system and subject to country's confirmation • The system should be able to dynamically validate the decimal points according to currency.
Tolerance Percentage (Plus & Minus)	Optional	Text Field	This field specifies the tolerance percentage for the SBLC	• Customer can input value in this field or "Tolerance Amount" field. Both cannot be entered. System will issue an error in such case. • The value in this field is taken for both positive and negative tolerance.
Expiry Date	Mandatory	Calendar Popup	This refers to the date when the SBLC expires.	• The field is mandatory. • The system checks that this is later than the issuance date. • The system should be able to validate the date based on the customer time zone. •
Expiry Country	Mandatory	Drop Down	Expiry Country of the SBLC	Drop Down Box to display the country name for selection. The values will be popped up depending upon customer's country code.
Expiry Place	Mandatory	Text box	This field refers to the place where the SBLC expires.	• The field is based on the list of values: 1. Beneficiary Country 2. At Our Counters 3. Other • If selected 'Others' a free text window will appear to input the data. The SWIFT validation applies for the data input.
Issue Date	Optional	Calendar Popup	This is SBLC Issue Date	• If customer wants to send the transaction at Future date to Bank, user can choose the issue date accordingly. The transaction will be sent on the Issue date or next working date to Bank. • The date should be greater than or equal to system date and lesser than expiry date. • If no date is provided, the issuance date will be same as the system date.
Tolerance Amount (Plus)	Optional	Text field	This field specifies the tolerance amount for the SLC	• Customer can input value in this field or "Tolerance Percentage" field. Both cannot be entered. System will issue an error in such case. • The value in this field is taken as maximum amount for the SBLC.
Txn Date	Read Only	R	This shows the Transaction date	This is read only field and shows system date depending upon customer's group time zone. The txn date should be updated for each new event.
Available With	Mandatory	Drop Down	This field shows with whom the SBLC is made Available.	Drop down Box with the following value selected by customer, • Issuing Bank (Default) • Advising Bank • Reimbursing Bank • Any Bank
Available By	Mandatory	Drop Down	This field shows SBLC Available By	The drop-down list contains 2 options: 1. Payment 2. Negotiation
Parties				
Party Type	Mandatory	This field refers to a Party Type	**Applicant** The Applicant will default to the customer for which the Standby is created. Secondary Applicant may be available depending on client setup•	• This field show different Party Types like 'Applicant', 'Beneficiary', Advising Bank etc. • For SBLC issuance, by default following three Parties will be displayed which are mandatory. Applicant Beneficiary

			Beneficiary • User may search for applicable Beneficiary Party ID • Once user chooses a party ID, the party name and address will populate.	Advising Bank
			Advising Bank • When customer tries to search for 'Advising Bank' using search icon, user will be provided three fields for search – Source, Bank ID, Bank Name. 'Source' is a drop down with options 'Bank Favorites' and 'Bank Master'. User will not be able to search on Extension ID field. • Under 'Bank Favorites', all the favorite Banks created at Group or Company level which user has access to will be displayed. • Under 'Bank Master', all the banks from Bank master list will be displayed. • Once user selects bank id, bank name and address will populate.	
Narrative 1 and 2				
Narrative 1 and Narrative 2	Mandatory	Text box	Enter narrative of the Standby LC	Word wrap mechanism is in place When the user input exceeds the size limit of the field, a message is displayed asking the user to reduce the text size User may select existing clause or create and save new clause, which may be retrieved for later use
Instructions to Bank				
Charges applicable in transaction	Mandatory	Text box	This field is used to indicate who will pay the charges	User can select value from drop down: • All banking charges are for account of beneficiary • All banking charges are for account of applicant • Others – Refer Customer Instructions
Add Charge – Charge type	Optional	Drop Down	This indicates the charge type	The drop-down list contains these 4 options: •All Charges - If the field 'All Charges' is selected then user should not be able to select other charge types in other rows •Commission •Margin • Proceeds Once charge type is selected, account no. must also be selected. The Charge Type cannot have repetition. If selected more than once, the system should provide an alert 'Charge Type cannot be duplicated'. If the field is 'All banking charges are for account of beneficiary', user may only choose Charge Type: All Charges.
Remarks (for your internal use)				
Remarks (for your internal use) – available under ALL TAB	Optional	Text box	This field will be used by customer for internal use purpose to pass any message to his colleagues	• The system should be able to send these fields data in email notification to company Authoriser. • The system should not send this information to back office. • When user tries to print the customer copy of SBLC, this information should also be printed along with SBLC details.

Terms and Conditions for Standby LC Template Maintenance				
Terms and Conditions for LC Template Maintenance	Non Editable	Text	Generic	This is the standard terms and conditions for LC issuance by the bank which will be appended for every LC Issued

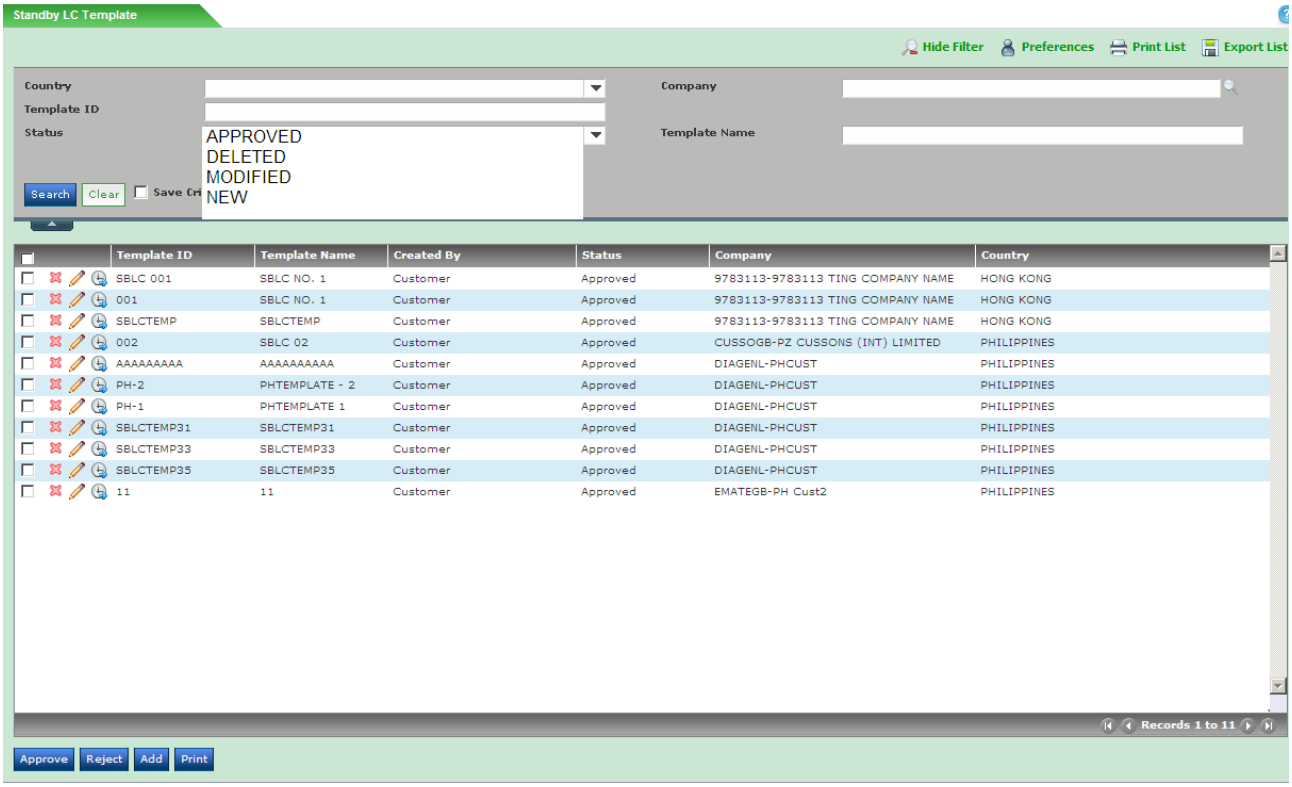
There are three action buttons present at the top and bottom of the Standby LC Template Maintenance screen which are described below.

Button	Description
Save	The user needs to click on this button to finish the creation of LC Template and forward it to approver if required. The system will display the acknowledgement that the LC Template is created.
Reset	This button helps the user to clear the data on the screen and start entering from beginning
Cancel	This button helps the user to cancel the operation and return back to the previous screen

15.4.3 Authorise Standby LC Template

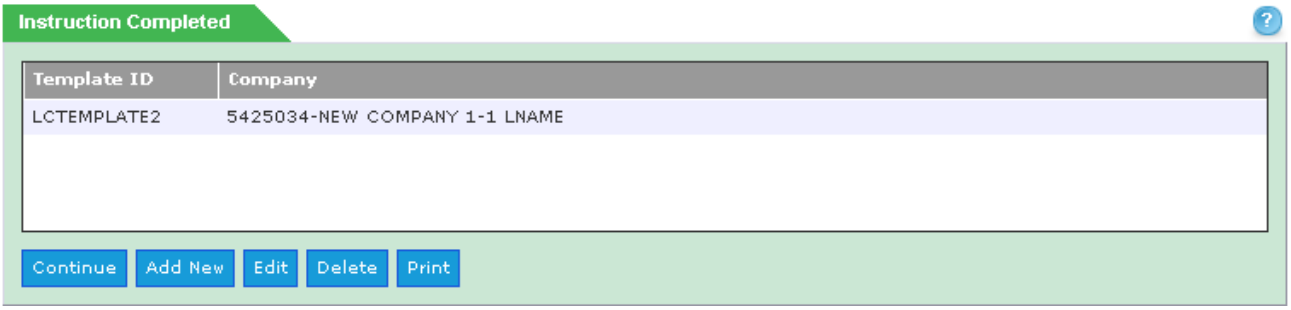
The templates that are created and pending authorization will be available under the status as “New”. The approver can select the record and click on Approve button. Only after the template is approved, it will be available for the users during the creation of the transactions.

Note: At time of client setup on Straight2Bank Web, client may choose to add or decline template authorisation requirement. If declined, created templates will be automatically “approved” and ready for use.



Screen 15.4.3a

The user can select either a single template or multiple templates by clicking on the check boxes and then proceed to click on the “Approve” button. Following screen will be displayed if the template is successfully approved.



Screen 15.4.3b

If there is some mistake in content while creating the template and need correction, the approver can click on the “Reject” button to disapprove the template. The status will remain as “New” and it can be further edited.

15.4.4 Edit LC Template

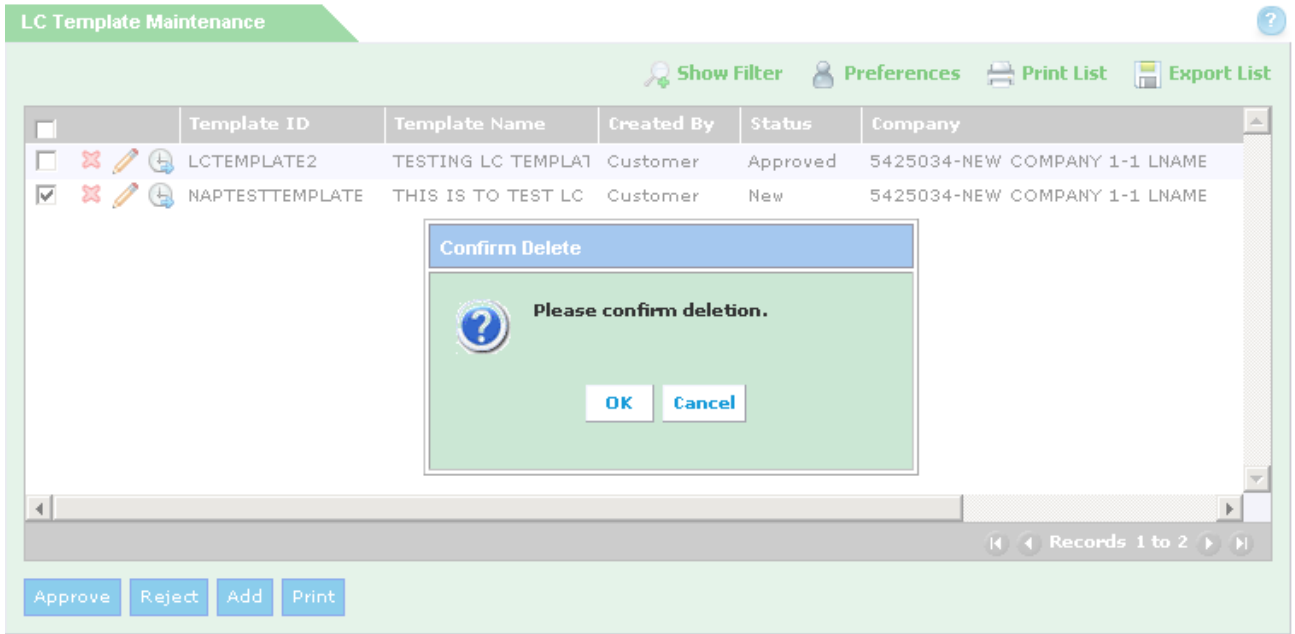
User can click on Edit icon ( ) on LC Template screen to edit that particular template. The LC detail screen will be shown similar to Screen 13.3.1. The user can make the changes in the required fields. After editing, user can save the record by clicking on ‘Save’ button.

There are three action buttons present at the top and bottom of the Edit LC Template screen which are described below.

Button	Description
Save	The user need to click on this button to finish the editing of and forward it to approver if required
Reset	This button helps the user to clear the data on the screen and start entering from beginning
Cancel	This button helps the user to cancel the operation and return back to the previous screen

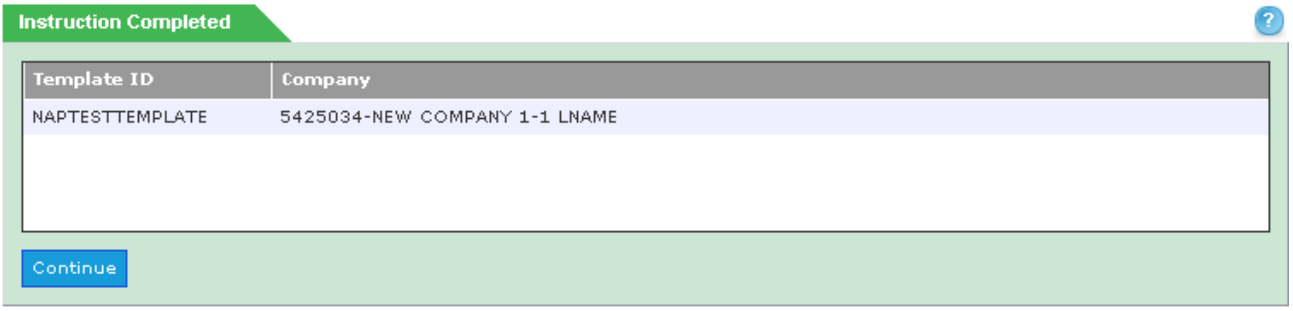
15.4.5 Delete LC Template

User can click on Delete icon ( ) before any template that they want to delete. Upon clicking the delete icon, user will be asked with the confirmation message. After clicking on “Ok” button only, the record will be deleted.



Screen 15.4.5a

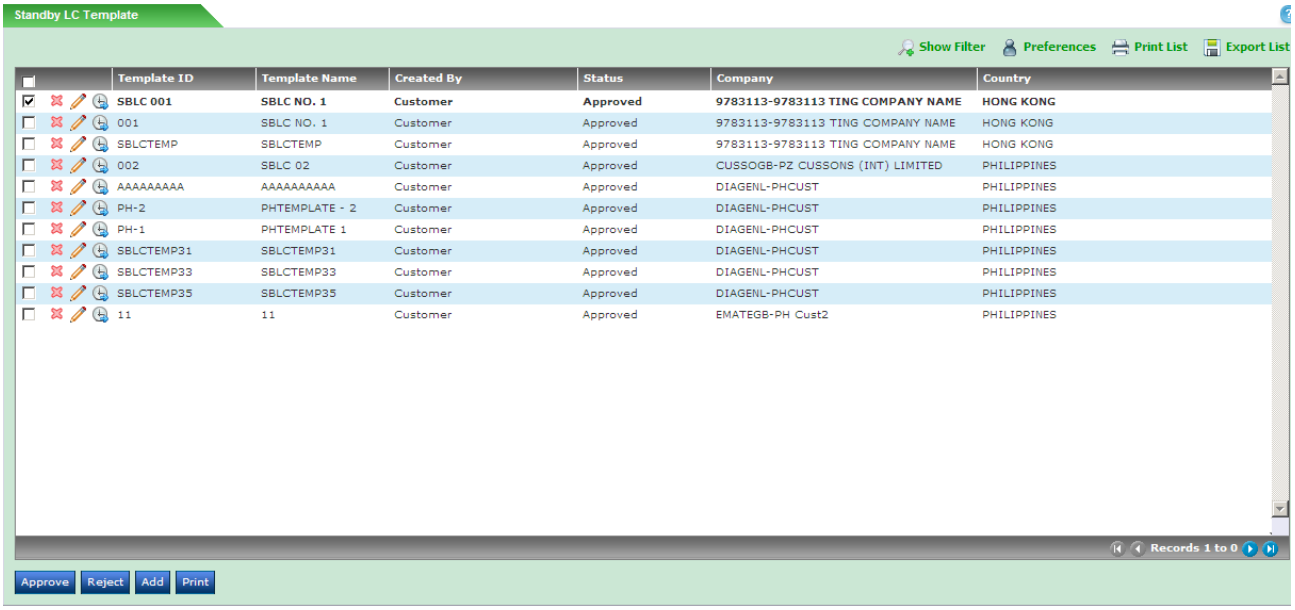
After the user confirms the above message, system will display the acknowledgement screen of this action to the user.



Screen 15.4.5b

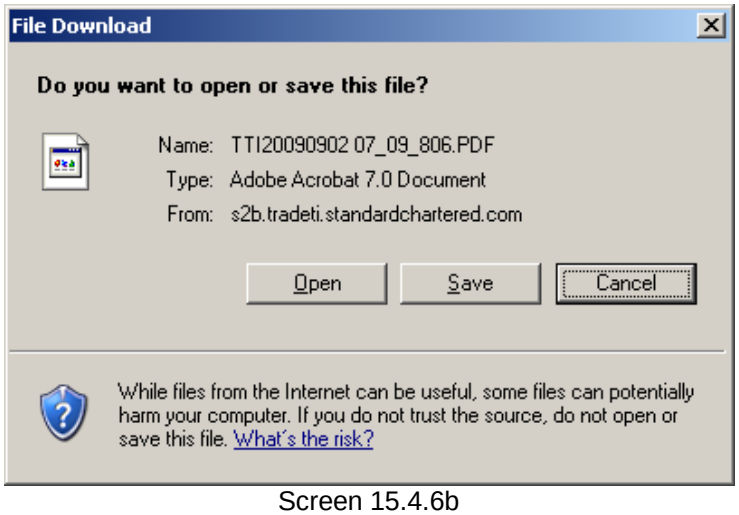
15.4.5 Print LC Template

The user can select any one or more than one LC template by clicking on the checkbox as shown. Then click on Print button to print the details of the records selected.



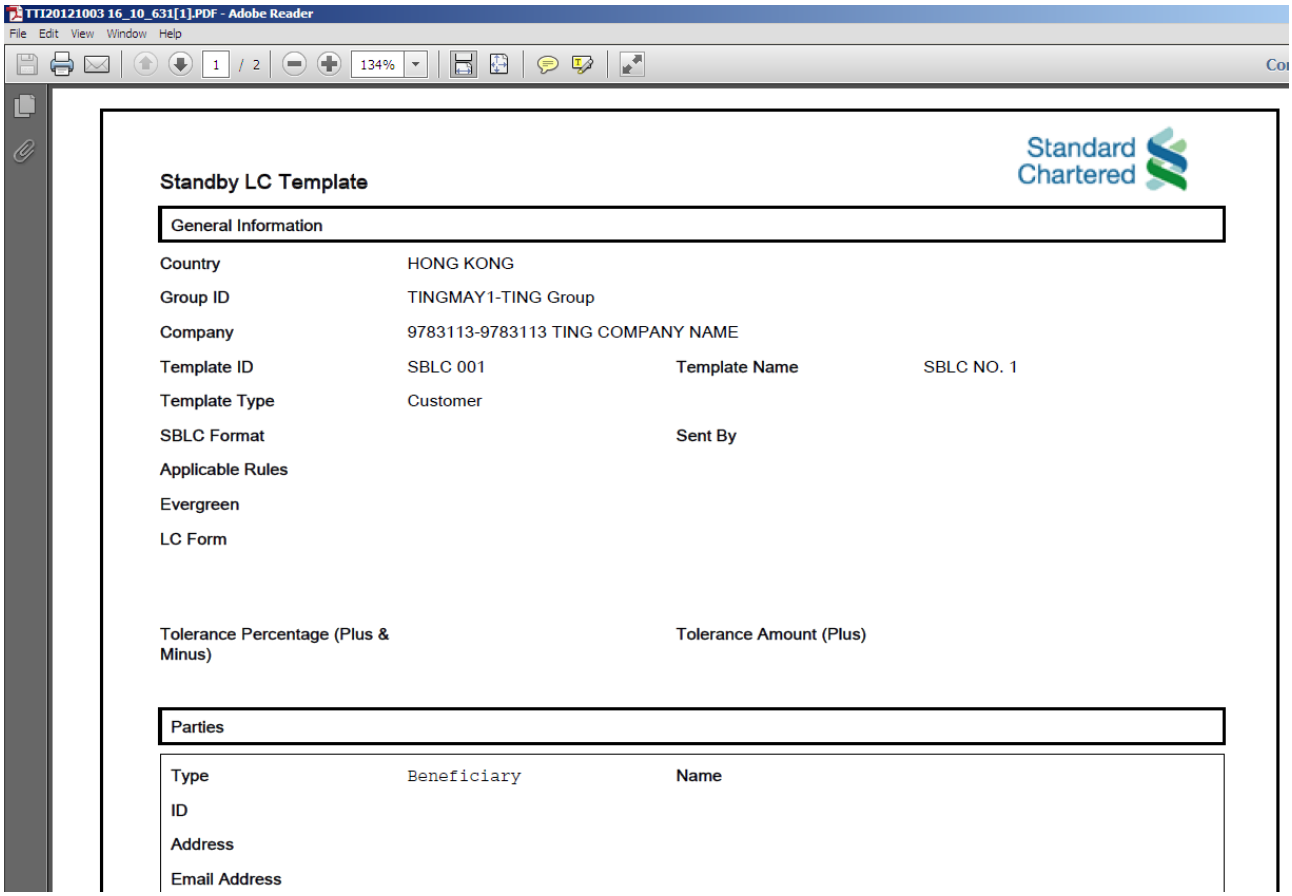
Screen 15.4.6a

After clicking on the Print button, following window will be displayed to open the report directly or save the PDF file to local PC.


File Download
Do you want to open or save this file?
Name: TTI20090902 07_09_806.PDF
Type: Adobe Acrobat 7.0 Document
From: s2b.tradeti.standardchartered.com
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Screen 15.4.6b

After clicking on the “Open” button, the PDF report will be generate and user can further print directly or save this file to local PC.



Screen 15.4.6c

15.5 Guarantee Template

The user can use this module to maintain standard templates for their Letter of Guarantee applications. They will also see templates created by the Bank. The user will not be able to modify or delete any of the templates created by the Bank.

The templates will help the user to define standard values that are repeated for all their Guarantee applications. When using the template for Guarantee Initiation creation, all the data will be pre-populated on the Guarantee application screen thus minimizing the data entry effort and errors produced during the initiation process.

By default, the user can see the list of all the Guarantee templates already maintained in this summary screen. If there are no templates created, then this screen will not contain any records.

Navigate to this screen from Trade Finance – Transactions – Trade Static Reference –Guarantee Template.

Screen 15.5a

The users can also search for the specific template by clicking on the “Show Filter” link. They will be allowed to enter the following search criteria and click on the “Search” button to display the results on the main screen.

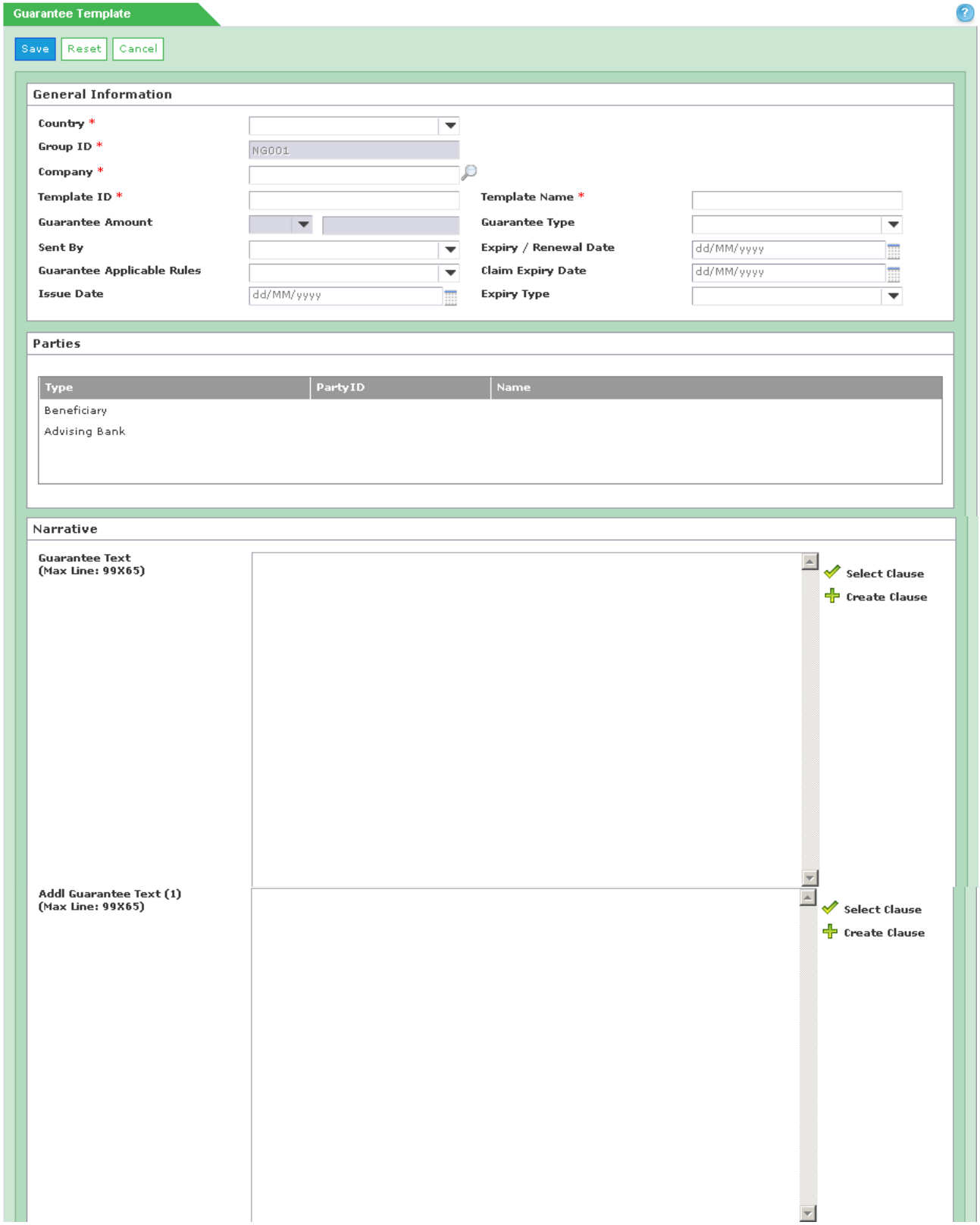
Screen 15.5b

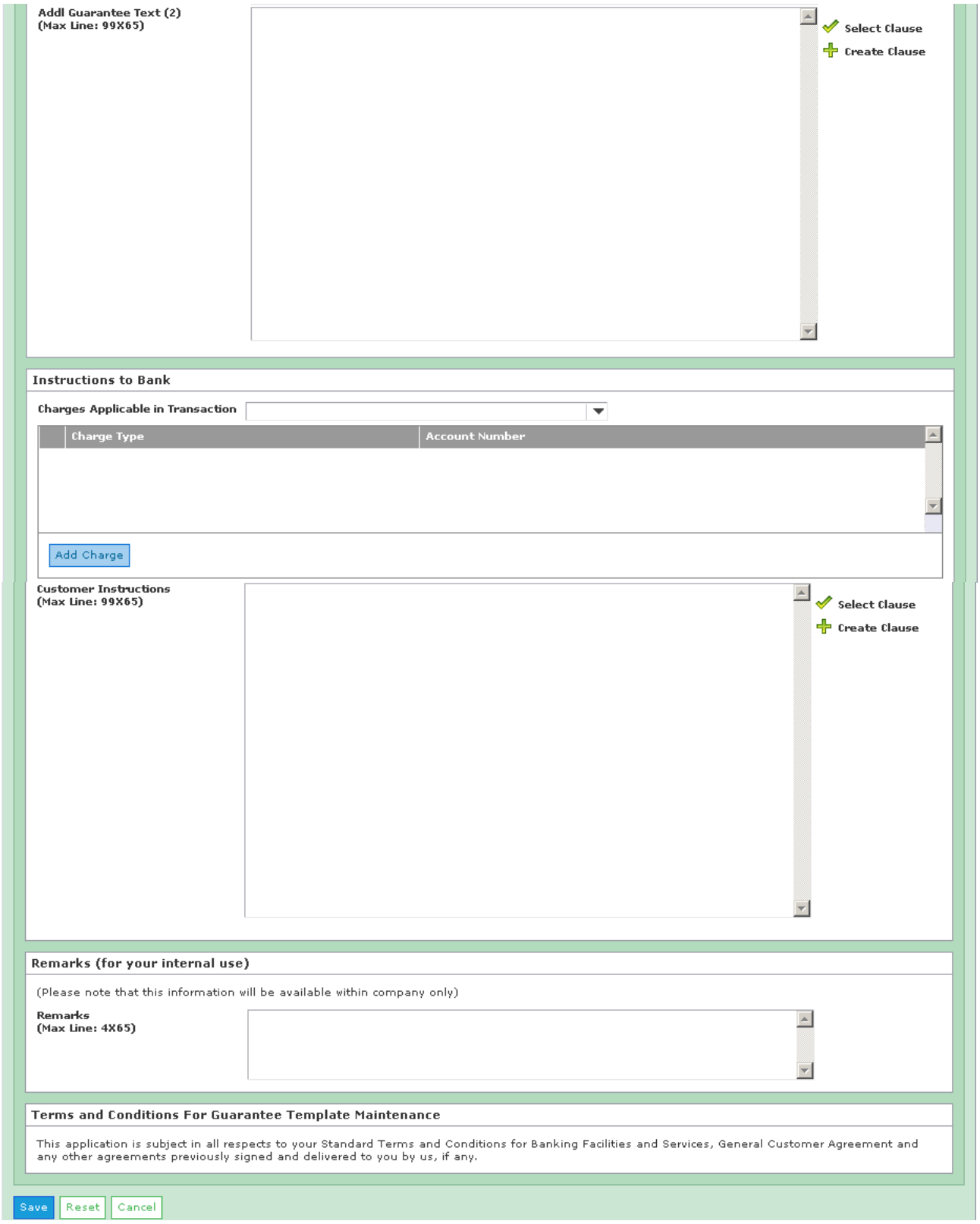
There are 4 action buttons and 3 icons on the main screen. Below are the description of each action button and icon on this screen.

Button	Description
Approve	This button is used by the approver to approve any new template created if it requires further approval before using in any transactions.
Reject	This button is used by the Approver to reject any template created incorrectly and require correction
Add	This button is used to create new Guarantee templates
Print	This button is used to Print the Guarantee template details in PDF document
Delete icon	This icon is used to delete any Guarantee template record
Edit icon	This icon is used to edit any existing Guarantee template details
Audit Trail icon	This icon is used to see the audit log of users who have worked on a particular templates

15.5.1 Add Guarantee Template

Click on Add button and the below screen will appear.




Addl Guarantee Text (2)
(Max Line: 99X65)
Select Clause
Create Clause
Instructions to Bank
Charges Applicable in Transaction
Charge Type
Account Number
Add Charge
Customer Instructions
(Max Line: 99X65)
Select Clause
Create Clause
Remarks (for your internal use)
(Please note that this information will be available within company only)
Remarks
(Max Line: 4X65)
Terms and Conditions For Guarantee Template Maintenance
This application is subject in all respects to your Standard Terms and Conditions for Banking Facilities and Services, General Customer Agreement and any other agreements previously signed and delivered to you by us, if any.
Save
Reset
Cancel

Screen 15.5.1

The input guidelines and validations are described in the table below.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
General Information				
Country	Mandatory	Drop down	Generic	Choose the country from the list

Group ID	Mandatory	Display	Generic	The group id will be populated by default
Company	Mandatory	List box	Generic	Click on the magnifying icon besides this field to select the company for which you are creating the template
Template ID	Mandatory	Alpha Numeric	Generic	It is unique identifier for the template within Country, Group and Company. It can allow maximum of 16 characters
Template Name	Mandatory	Alpha Numeric	Generic	It is name of template and can hold maximum of 35 characters
Guarantee currency and Amount	Non Editable		Generic	As the currency and the amount keep changing for every transaction, this is not required to define in the template
Guarantee Type		Dropdown	Generic	Select from the dropdown. Options include the following types. • Advance Payment Guarantee - This enables the employer to get a refund of advance payments made in the event of default by the contractor. • Performance Guarantee - This guarantee assures payment to the employer in the event that the contractor fails to fulfil contract obligations. • Payment Guarantee is used as security for payment obligations • Maintenance Guarantee ensures that the contactor does not abandon the contract after completion of the construction phase, but continues to honour any maintenance obligations as per the original agreement. • Customs Guarantee Contractors often need to import equipment temporarily to carry out a contract. Import duty would normally be payable, but the customs authorities will grant exemption if the contractor undertakes to re-export the equipment on completion of the contract. The contractor then has to provide the customs authority with this guarantee, which prevents the contractor from selling the goods instead of re-exporting them.
Guarantee Sent By		Dropdown	Generic	Select from the dropdown the mode of transmission of the guarantee to the beneficiary.
Expiry / Renewal Date		Numeric	Generic	Enter the expiry date of the guarantee. User can select the date by clicking on the date lookup icon also.
Guarantee Applicable Rules		Dropdown	Generic	Select from the dropdown the guidelines or rules under which the guarantee is issued.
Claim Expiry Date		Numeric	Generic	Enter the Date up to which claims can be submitted by the beneficiary of the guarantee. User can select the date by clicking on the date lookup icon also.
Issue Date		Numeric	Generic	Enter the Issue Date for the beneficiary of the guarantee. User can select the date by clicking on the date lookup icon also.
Expiry Type	Mandatory	Dropdown	Generic	The customer needs to specify whether the guarantee is for a fixed period or ever green [no expiry date].If the value selected is FIXED EXPIRY then the Expiry date will require a mandatory input by the user.
Parties				
Party Type		Non Editable	Generic	This is a non-editable field. It is the type of the party you want to create for e.g. Beneficiary or Advising Bank
Party Name		Text area	Generic	Enter the name of the Party
Party ID		Look up Icon		Click on the look up icon and select the party from the new window that displays a list of beneficiary or advising bank IDs. You can also type the first few characters of the Party ID and click on lookup to get a shortlist of IDs that match your criteria.
Party Address		Text area		The address will automatically get updated once you have selected either the ID or the Name.

Add to Favorites		Check box	Generic	Tick on the radio button if you want to include this party in your favorites list. This enables you to select this company from the favorites at the next instance of issuance request input.
Narrative				
Guarantee Text		Text area	Generic	Enter the text of the guarantee here. User can also select the pre-defined text from Clause library by clicking on the “Select Clause’ link besides it.
Additional Guarantee Text 1		Text area	Generic	Enter any additional text which could not be accommodated in the previous field due to lack of space. User can also select the pre-defined text from Clause library by clicking on the “Select Clause’ link besides it.
Additional Guarantee Text 2		Text area	Generic	Enter any additional text which could not be accommodated in the previous field due to lack of space. User can also select the pre-defined text from Clause library by clicking on the “Select Clause’ link besides it.
Instructions to Bank				
Charges Applicable		Dropdown	Generic	Please indicate the party who will bear the charges by selecting from the dropdown or any specific instructions. For e.g. All charges by Applicant All charges by Beneficiary Other – Refer to customer instructions
Charge Type		Dropdown	Generic	Select from the dropdown
Account Number		Dropdown	Generic	Select from the dropdown any of your account numbers that you wish to get debited for the fee item selected. This field is mandatory only if the value selected in Charges flag is ‘All charges are for the account of Applicant’. . If ‘All charges’ selected in banking charge only one account field will be enabled.
Customer Instructions		Text area	Generic	Enter any specific instructions in the Guarantee application that you want the Bank to act on. User can also select the pre-defined text from Clause library by clicking on the “Select Clause’ link besides it.
Remarks (for your internal use)				
Remarks		Alpha Numeric	Generic	Please enter any special remarks for your internal purpose
Terms and Conditions for Guarantee Template Maintenance	Non Editable	Text	Generic	This is the standard terms and conditions for Guarantee issuance by the bank which will be appended for every Guarantee Issued

There are three action buttons present at the top and bottom of the Guarantee Template Maintenance screen which are described below.

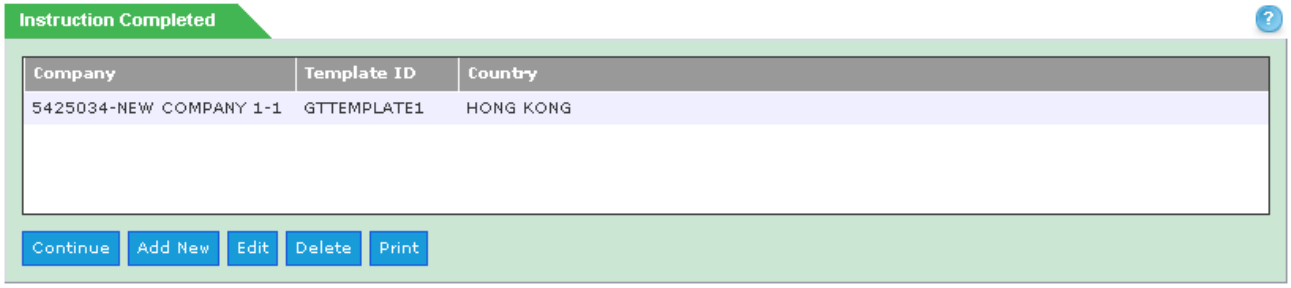
Button	Description
Save	The user needs to click on this button to finish the creation of Guarantee Template and forward it to approver if required. The system will display the acknowledgement that the Guarantee Template is created.
Clear	This button helps the user to clear the data on the screen and start entering from beginning
Cancel	This button helps the user to cancel the operation and return back to the previous screen

15.5.2 Authorise Guarantee Template

The templates that are created and pending authorization will be available under the status as “New”. The approver can select the record and click on Approve button. Only after the template is approved, it will be available for the users during the creation of the transactions.

Screen 15.5.2a

The user can select either a single template or multiple templates by clicking on the check boxes and then proceed to click on the “Approve” button. Following screen will be displayed if the template is successfully approved.



Screen 15.5.2b

If there is some mistake in content while creating the template and need correction, the approver can click on the “Reject” button to disapprove the template. The status will remain as “New” and it can be further edited.

15.5.3 Edit Guarantee Template

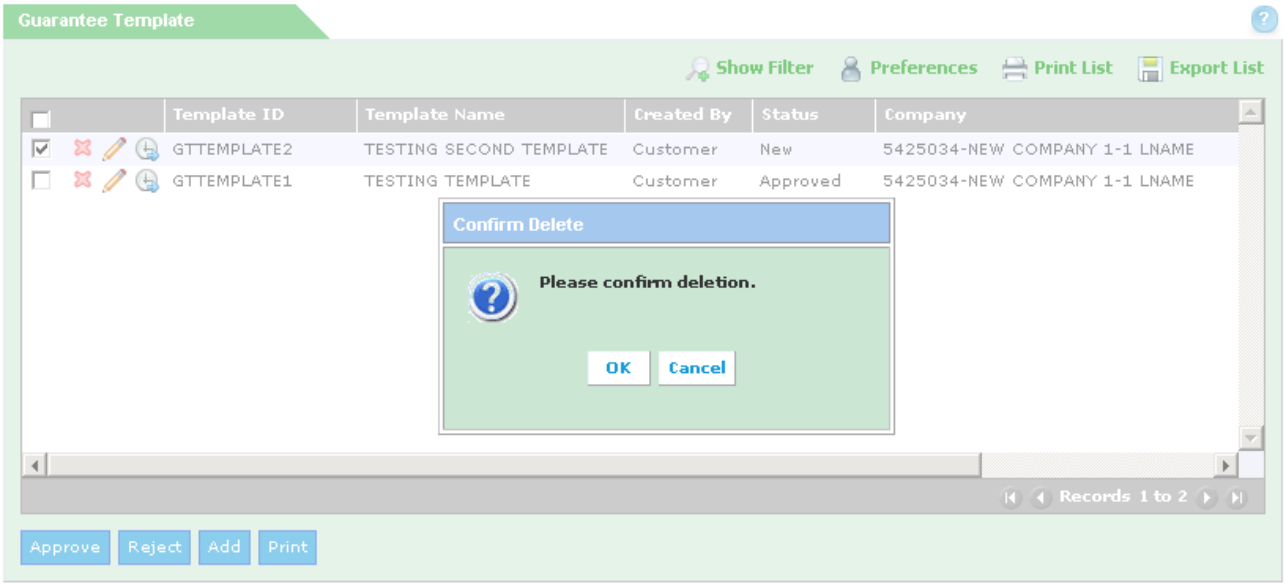
User can click on Edit icon ( ) on Guarantee Template screen to edit that particular template. The Guarantee detail screen will be shown similar to Screen 15.5.1. The user can make the changes in the required fields. After editing, user can save the record by clicking on ‘Save’ button.

There are three action buttons present at the top and bottom of the Edit Guarantee Template screen which are described below.

Button	Description
Save	The user need to click on this button to finish the editing of and forward it to approver if required
Reset	This button helps the user to clear the data on the screen and start entering from beginning
Cancel	This button helps the user to cancel the operation and return back to the previous screen

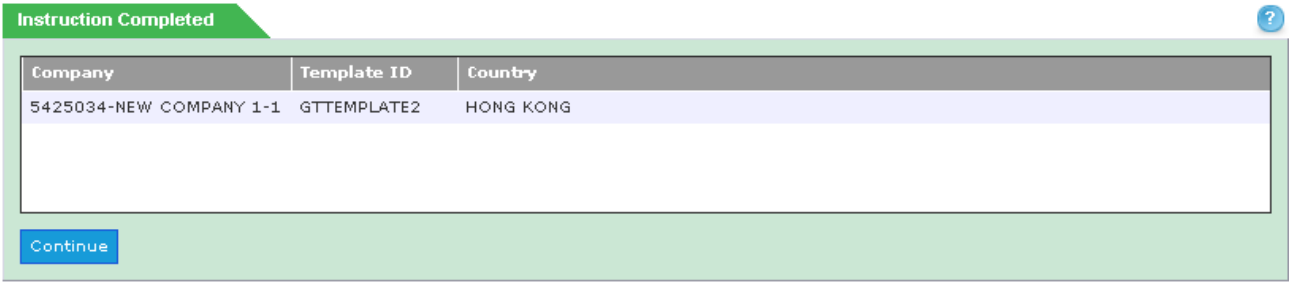
15.5.4 Delete Guarantee Template

User can click on Delete icon ( ) before any template that they want to delete. Upon clicking the delete icon, user will be asked with the confirmation message. After clicking on “Ok” button only, the record will be deleted.



Screen 15.5.4a

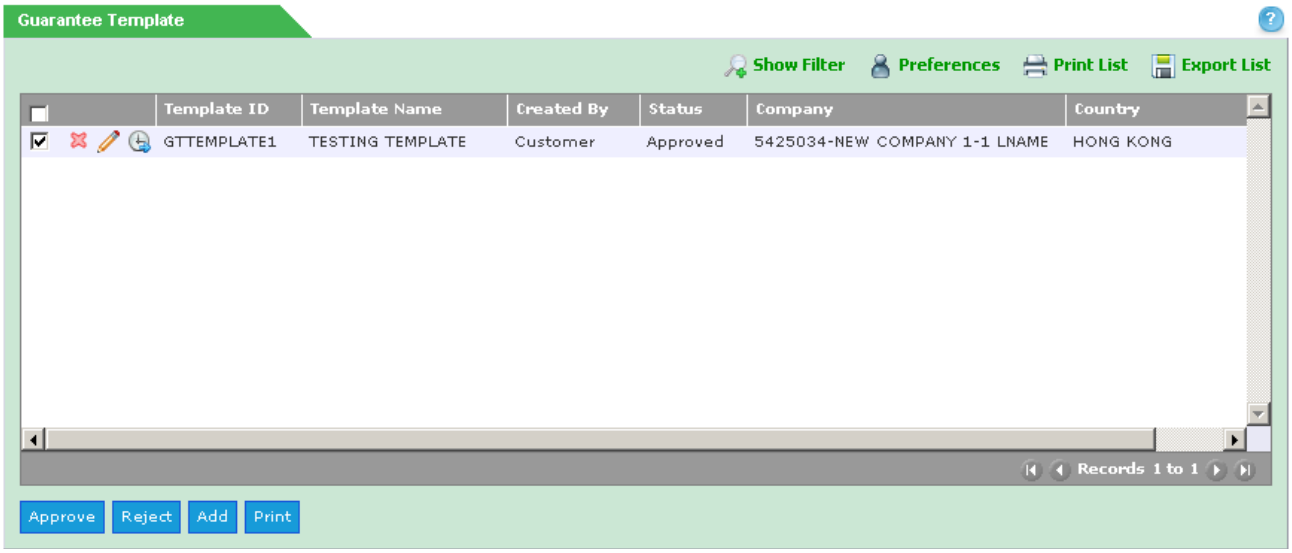
After the user confirms the above message, system will display the acknowledgement screen of this action to the user.



Screen 15.5.4b

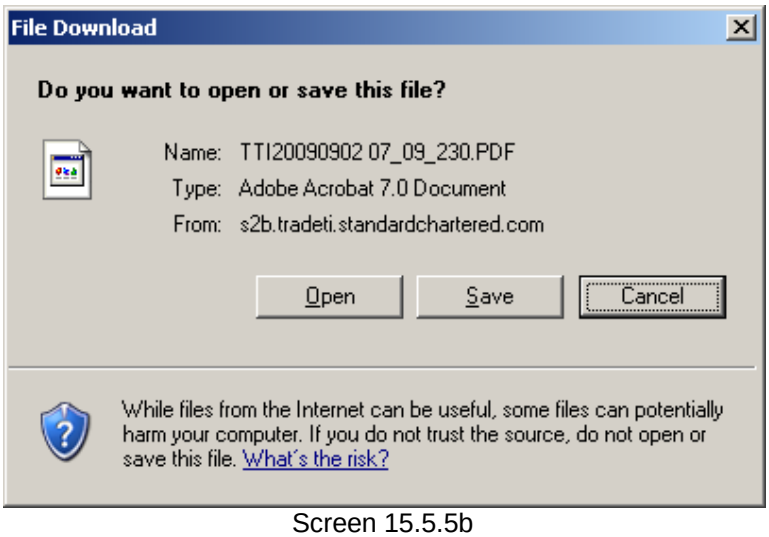
15.5.5 Print Guarantee Template

The user can select any one or more than one Guarantee template by clicking on the checkbox as shown. Then click on Print button to print the details of the records selected.



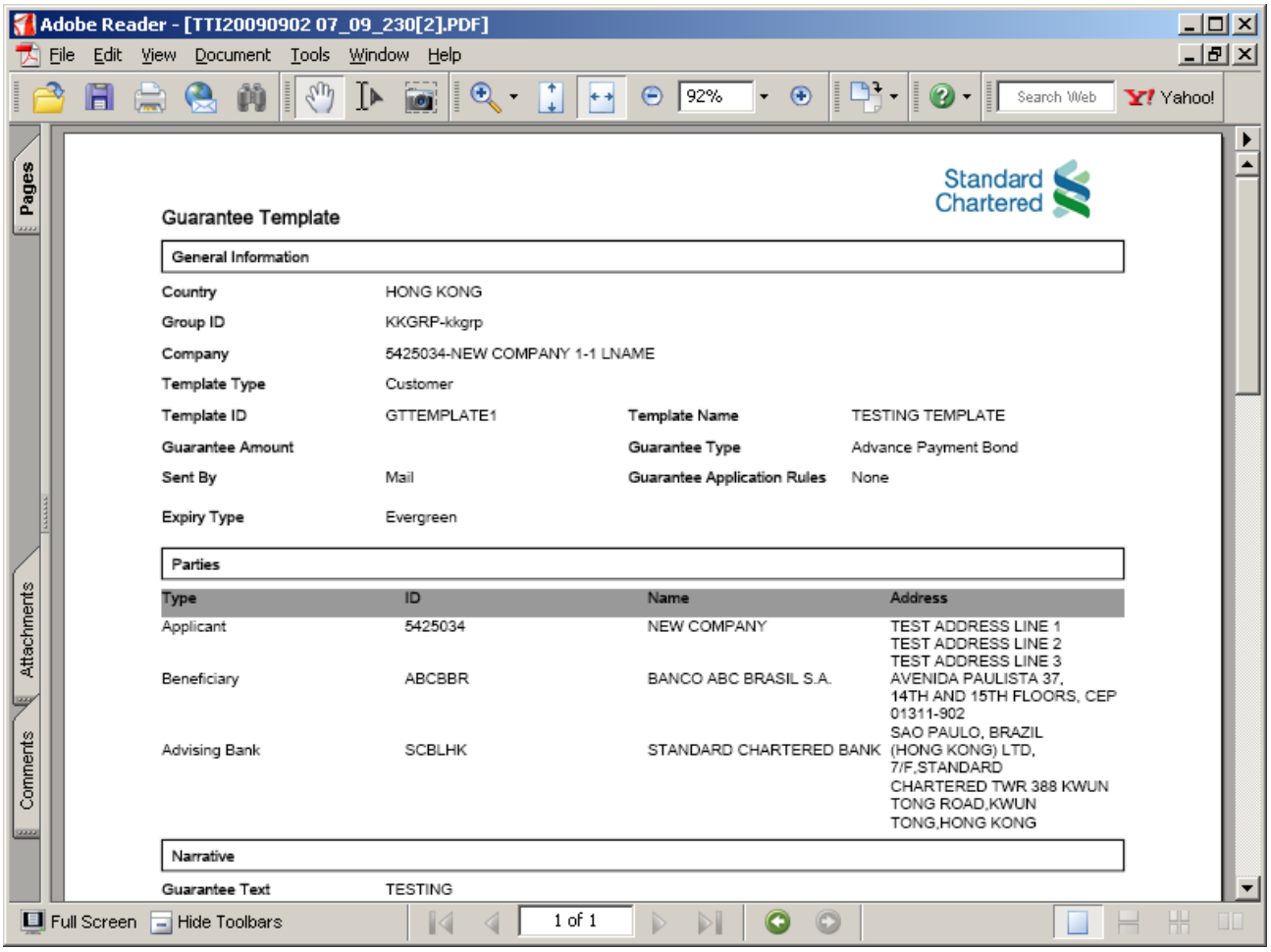
Screen 15.5.5a

After clicking on the Print button, following window will be displayed to open the report directly or save the PDF file to local PC.


File Download
Do you want to open or save this file?
Name: TTI20090902 07_09_230.PDF
Type: Adobe Acrobat 7.0 Document
From: s2b.tradeti.standardchartered.com
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Screen 15.5.5b

After clicking on the "Open" button, the PDF report will be generate and user can further print directly or save this file to local PC.


Adobe Reader - [TTI20090902 07_09_230[2].PDF]
File Edit View Document Tools Window Help
Search Web
Yahoo!
Pages
Attachments
Comments
Standard Chartered
Guarantee Template
General Information
Country HONG KONG
Group ID KKGRP-kkgrp
Company 5425034-NEW COMPANY 1-1 LNAME
Template Type Customer
Template ID GTTEMPLATE1
Template Name TESTING TEMPLATE
Guarantee Amount
Guarantee Type Advance Payment Bond
Sent By Mail
Guarantee Application Rules None
Expiry Type Evergreen
Parties
Type ID Name Address
Applicant 5425034 NEW COMPANY TEST ADDRESS LINE 1 TEST ADDRESS LINE 2 TEST ADDRESS LINE 3
Beneficiary ABCBBR BANCO ABC BRASIL S.A. AVENIDA PAULISTA 37, 14TH AND 15TH FLOORS, CEP 01311-902 SAO PAULO, BRAZIL
Advising Bank SCBLHK STANDARD CHARTERED BANK (HONG KONG) LTD, 7/F,STANDARD CHARTERED TWR 388 KWUN TONG ROAD,KWUN TONG,HONG KONG
Narrative
Guarantee Text TESTING
Full Screen
Hide Toolbars
1 of 1

Screen 15.5.5c

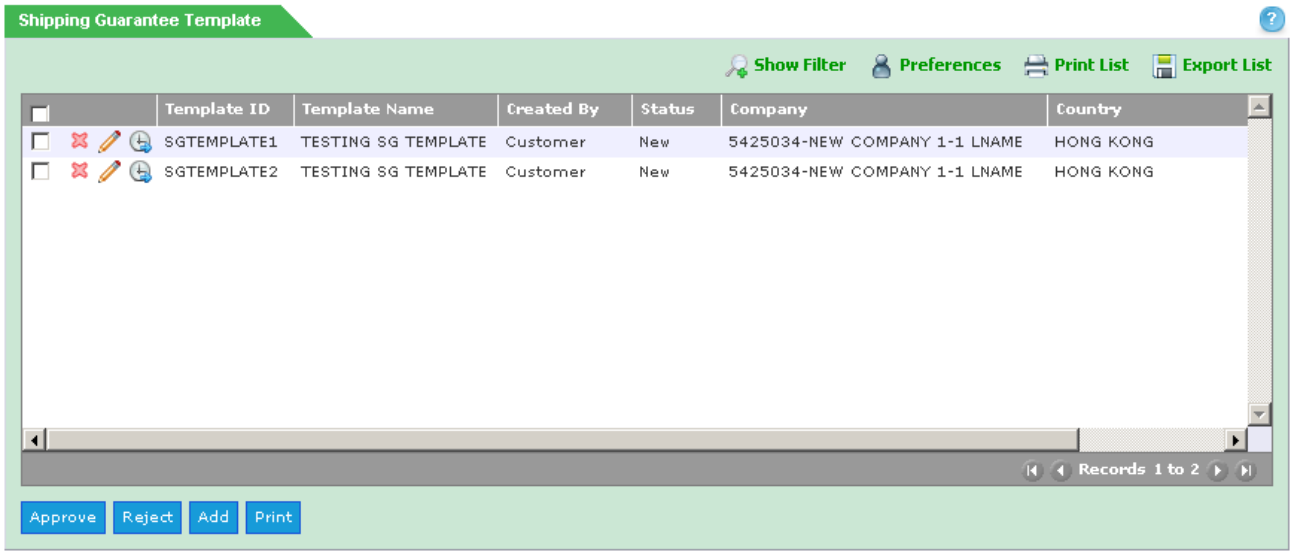
15.6 Shipping Guarantee Template

The user can use this module to maintain standard templates for their Shipping Guarantee applications. They will also see templates created by the Bank. The user will not be able to modify or delete any of the templates created by the Bank.

The templates will help the user to define standard values that are repeated for all their Shipping Guarantee applications. When using the template for Shipping Guarantee Initiation creation, all the data will be pre-populated on the Shipping Guarantee application screen thus minimizing the data entry effort and errors produced during the initiation process.

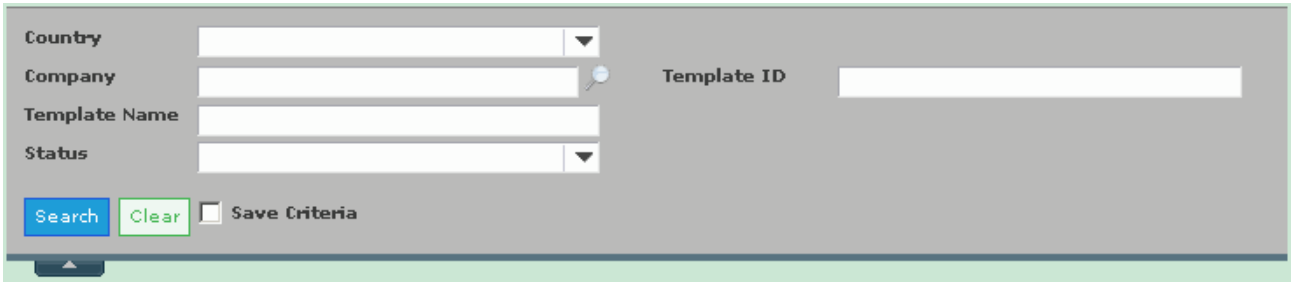
By default, the user can see the list of all the Shipping Guarantee templates already maintained in this summary screen. If there are no templates created, then this screen will not contain any records.

Navigate to this screen from Trade Finance – Transactions – Trade Static Reference –Shipping Guarantee Template



Screen 15.6a

The users can also search for the specific template by clicking on the “Show Filter” link. They will be allowed to enter the following search criteria and click on the “Search” button to display the results on the main screen.



Screen 15.6b

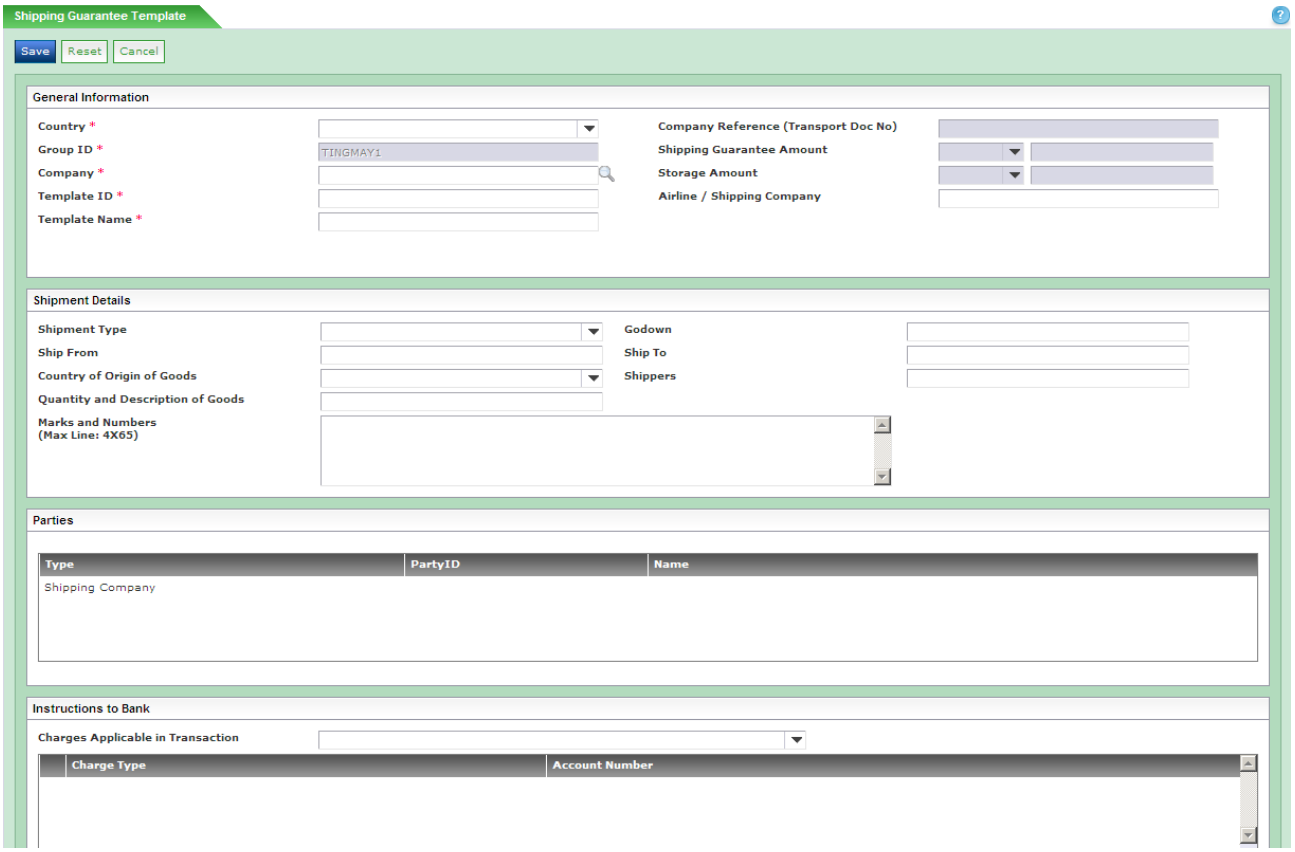
There are 4 action buttons and 3 icons on the main screen. Below are the description of each action button and icon on this screen.

Button	Description
Approve	This button is used by the approver to approve any new template created if it requires further approval before using in any transactions.
Reject	This button is used by the Approver to reject any template created incorrectly and require correction

Add	This button is used to create new Shipping Guarantee templates
Print	This button is used to Print the Shipping Guarantee template details in PDF document
Delete icon	This icon is used to delete any Shipping Guarantee template record
Edit icon	This icon is used to edit any existing Shipping Guarantee template details
Audit Trail icon	This icon is used to see the audit log of users who have worked on a particular templates

15.6.1 Add Shipping Guarantee Template

Click on Add button and the below screen will appear.



Add Charge
Customer Instructions
(Max Line: 99X65)
Select Clause
Create Clause
Remarks (for your internal use)
(Please note that this information will be available within company only)
Remarks
(Max Line: 4X65)
Terms and Conditions For Shipping Guarantee Template
We request you to countersign or endorse the attached transport document or the attached agreement/indemnity in respect of the above goods as the relevant transport document is consigned to you or such transport document has not yet been received by us, as the case may be. In consideration of your countersigning or endorsing the attached transport document or the attached agreement/indemnity in order to facilitate us to take delivery of the goods, we shall hold you harmless from and against all losses, damages or other consequences and shall indemnify you and your delegates against all losses, damages, liabilities, costs or expenses of any kind (including legal fees on a full indemnity basis) and all actions and proceedings which may be brought by or against you that may arise or result from your so doing. We further agree to redeem and deliver the attached agreement/indemnity to you for cancellation immediately upon receipt of the relative bills of lading or transport document. We declare that the goods are, to the best of our knowledge, not hypothecated to any person nor will this be done by us other than to you. As we request you to countersign the relevant transport document or agreement/indemnity (as the case may be) prior to your receipt of any or all documents presented under the above Documentary Credit or documentary collection in order to facilitate us to take delivery of the goods, we hereby authorise you (i) to honour any drawings made under the Documentary Credit or documentary collection or to pay the invoiced amount of the goods without examining the documents; and (ii) to retrieve the bills of lading or transport document to redeem the agreement/indemnity from the relevant transport company. We irrevocably agree and undertake to reimburse you on demand in respect of such drawings or payments together with all charges, expenses and interest irrespective of discrepancies that may appear in such documents (all of which, if any, are hereby waived) and/or even if the goods, drawings or payments are unacceptable to us due to whatever reason. We agree that this application and the countersigning of the agreement/indemnity are in all respects subject to your Standard Terms and Conditions for Banking Facilities and Services, General Customer Agreement and any other agreements previously signed and delivered to you by us, if any.
Save
Reset
Cancel

Screen 15.6.1

The input guidelines and validations are described in the table below.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
General Information				
Country	Mandatory	Drop down	Generic	Choose the country from the list
Group ID	Mandatory	Display	Generic	The group id will be populated by default
Company	Mandatory	List box	Generic	Click on the magnifying icon besides this field to select the company for which you are creating the template
Template ID	Mandatory	Alpha Numeric	Generic	It is unique identifier for the template within Country, Group and Company. It can allow maximum of 16 characters
Template Name	Mandatory	Alpha Numeric	Generic	It is name of template and can hold maximum of 35 characters
Company Reference no (Transport Document No)		Alpha Numeric	Generic	Enter the document number of the transport document for which the shipping guarantee is issued.
Shipping Guarantee Currency and Amount	Non Editable		Generic	As the currency and amount change for every Shipping Guarantee, it cannot be defined in the template
Storage Currency and Amount	Non Editable		Generic	As the currency and amount change for every Shipping Guarantee, it cannot be defined in the template
Transportation Name		Text Area	Generic	Enter the name of the vessel in which the goods have been transported.
Shipment Details				
Shipment Type		Dropdown	Generic	Select from the dropdown.
Godown		Text box	Generic	Enter the name of the Godown.
Ship from		Text box	Generic	Enter the port of loading of goods.
Ship To		Text box	Generic	Enter the port of destination of goods.

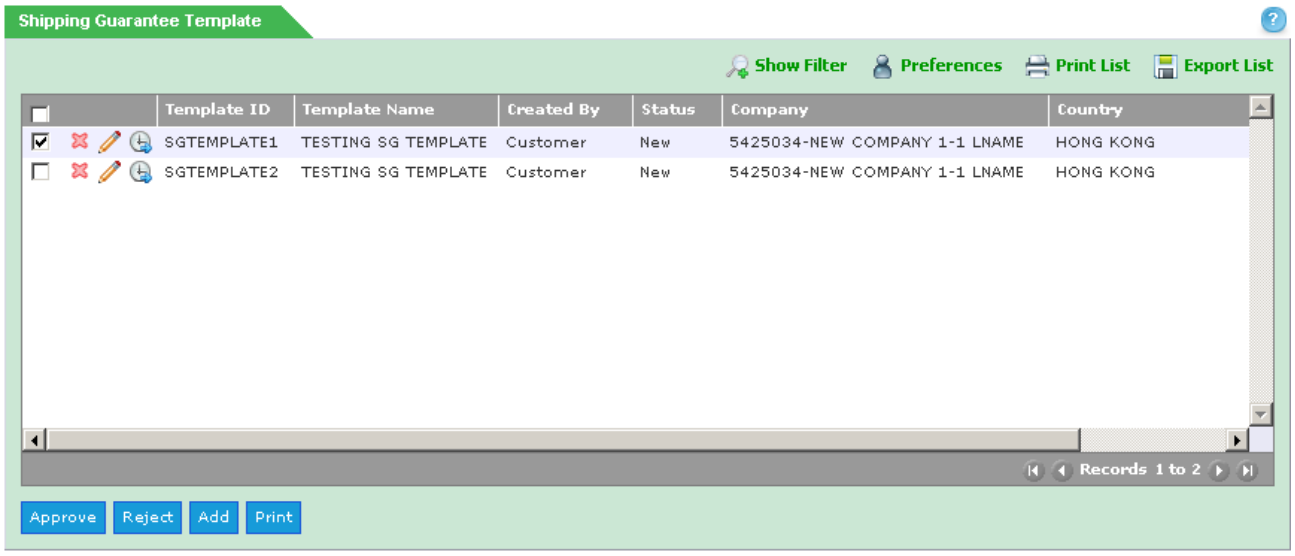
Country of Origin of Goods	Required	Dropdown	Generic	
Shippers	Required	Text box	Generic	Exporter / seller of goods
Quantity and Description of Goods	Required	Text Box	Generic	
Marks and Numbers		Text Box	Generic	
Parties				
Party ID (Shipping Company ID)		Alpha Numeric	Generic	Enter the ID or mnemonic that you would use for this shipping company. You can select the company by clicking on the , if it already exists in your favorites list.
Party Name (Shipping Company Name)		Text Area	Generic	Enter the name of the shipping company. If you have selected the ID from the favorites, this field will auto update.
Party Address (Shipping Company Address)		Text Area	Generic	Enter the address of the shipping company. If you have selected the ID from the favorites, this field will auto update.
Add to Favorites		Radio button	Generic	Tick on the radio button if you want to include this shipping company in your favorites list. This enables you to select this company from the favorites at the next instance of issuance request input.
Instructions to Bank				
Charges Applicable		Dropdown	Generic	Please indicate the party who will bear the charges by selecting from the dropdown or any specific instructions. For e.g. All charges by Applicant Other – Refer to customer instructions
Charge Type		Dropdown	Generic	Select from the dropdown
Account Number		Dropdown	Generic	Select from the dropdown any of your account numbers that you wish to get debited for the fee item selected. This field is mandatory only if the value selected in Charges flag is 'All charges are for the account of Applicant'. . If 'All charges' selected in banking charge only one account field will be enabled.
Customer Instructions		Text area	Generic	Enter any specific instructions in the Shipping Guarantee application that you want the Bank to act on. User can also select the pre-defined text from Clause library by clicking on the "Select Clause' link besides it.
Remarks (for your internal use)				
Remarks		Alpha Numeric	Generic	Please enter any special remarks for your internal purpose
Terms and Conditions for Shipping Guarantee Template Maintenance	Non Editable	Text	Generic	This is the standard terms and conditions for Shipping Guarantee issuance by the bank which will be appended for every Shipping Guarantee Issued

There are three action buttons present at the top and bottom of the Shipping Guarantee Template Maintenance screen which are described below.

Button	Description
Save	The user needs to click on this button to finish the creation of Shipping Guarantee Template and forward it to approver if required. The system will display the acknowledgement that the Shipping Guarantee Template is created.
Clear	This button helps the user to clear the data on the screen and start entering from beginning
Cancel	This button helps the user to cancel the operation and return back to the previous screen

15.6.2 Authorise Shipping Guarantee Template

The templates that are created and pending authorization will be available under the status as “New”. The approver can select the record and click on Approve button. Only after the template is approved, it will be available for the users during the creation of the transactions.



Screen 15.6.2a

The user can select either a single template or multiple templates by clicking on the check boxes and then proceed to click on the “Approve” button. Following screen will be displayed if the template is successfully approved.

Screen 15.6.2b

If there is some mistake in content while creating the template and need correction, the approver can click on the “Reject” button to disapprove the template. The status will remain as “New” and it can be further edited.

15.6.3 Edit Shipping Guarantee Template

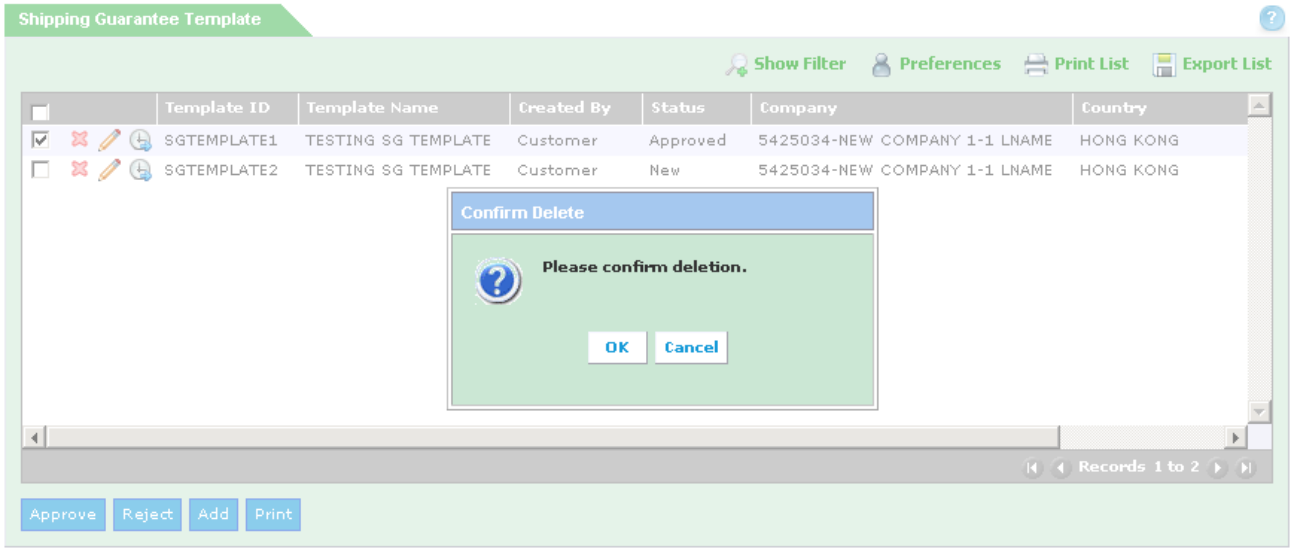
User can click on Edit icon ( ) on Shipping Guarantee Template screen to edit that particular template. The Shipping Guarantee detail screen will be shown similar to Screen 15.5.1. The user can make the changes in the required fields. After editing, user can save the record by clicking on ‘Save’ button.

There are three action buttons present at the top and bottom of the Edit Shipping Guarantee Template screen which are described below.

Button	Description
Save	The user need to click on this button to finish the editing of and forward it to approver if required
Reset	This button helps the user to clear the data on the screen and start entering from beginning
Cancel	This button helps the user to cancel the operation and return back to the previous screen

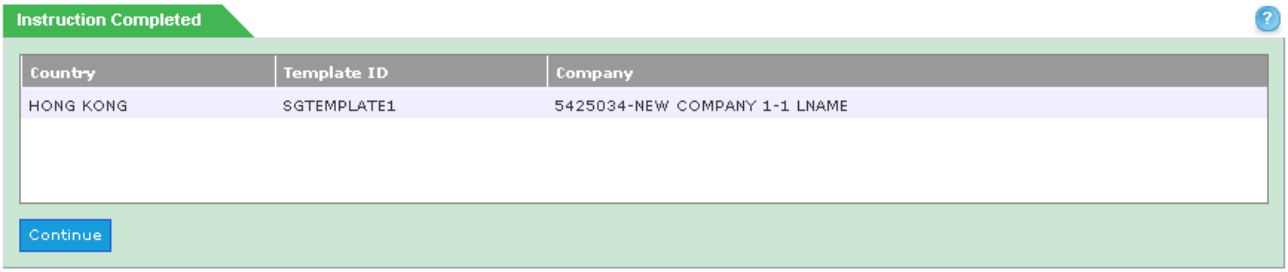
15.6.4 Delete Shipping Guarantee Template

User can click on Delete icon (✖) before any template that they want to delete. Upon clicking the delete icon, user will be asked with the confirmation message. After clicking on “Ok” button only, the record will be deleted.



Screen 15.6.4a

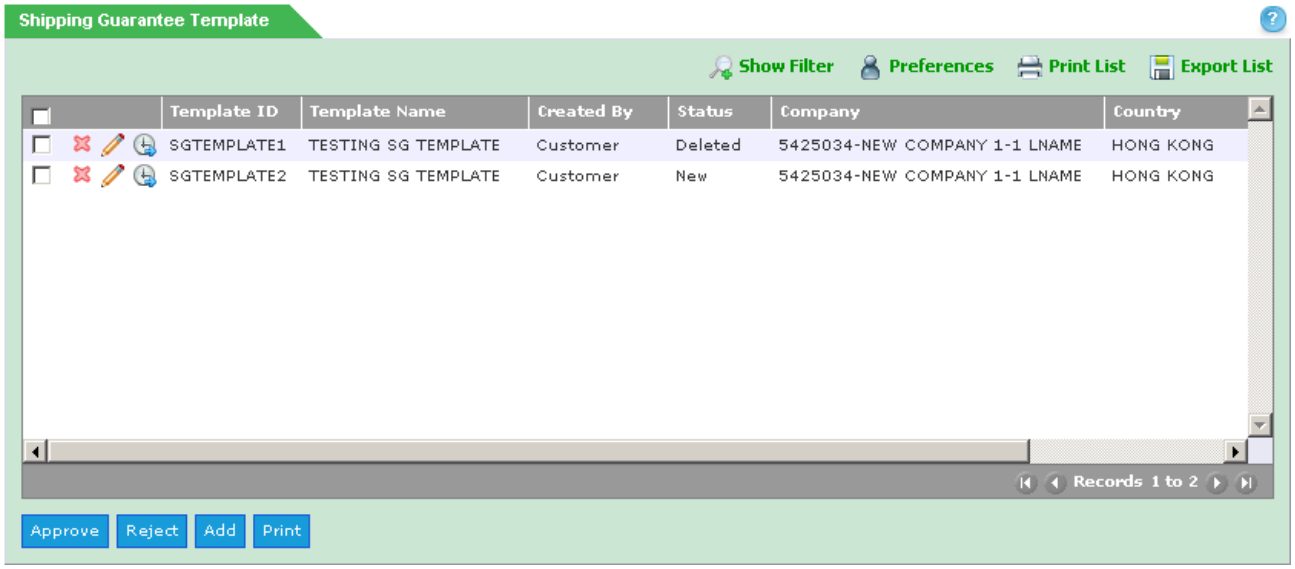
After the user confirms the above message, system will display the acknowledgement screen of this action to the user.



Screen 15.6.4b

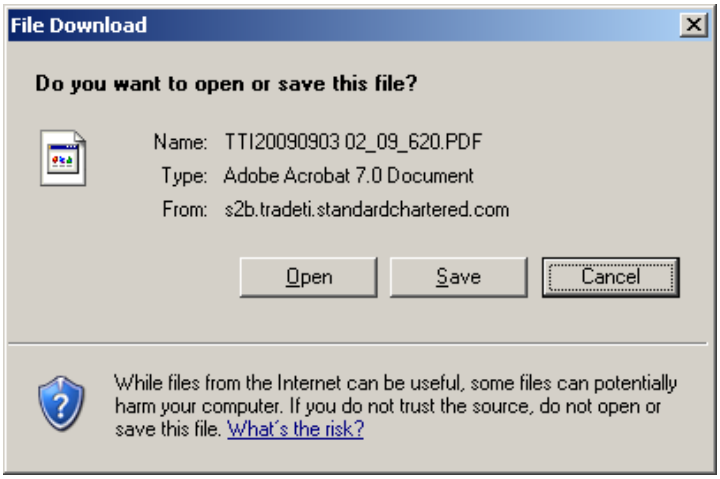
15.6.5 Print Shipping Guarantee Template

The user can select any one or more than one Shipping Guarantee template by clicking on the checkbox as shown. Then click on Print button to print the details of the records selected.



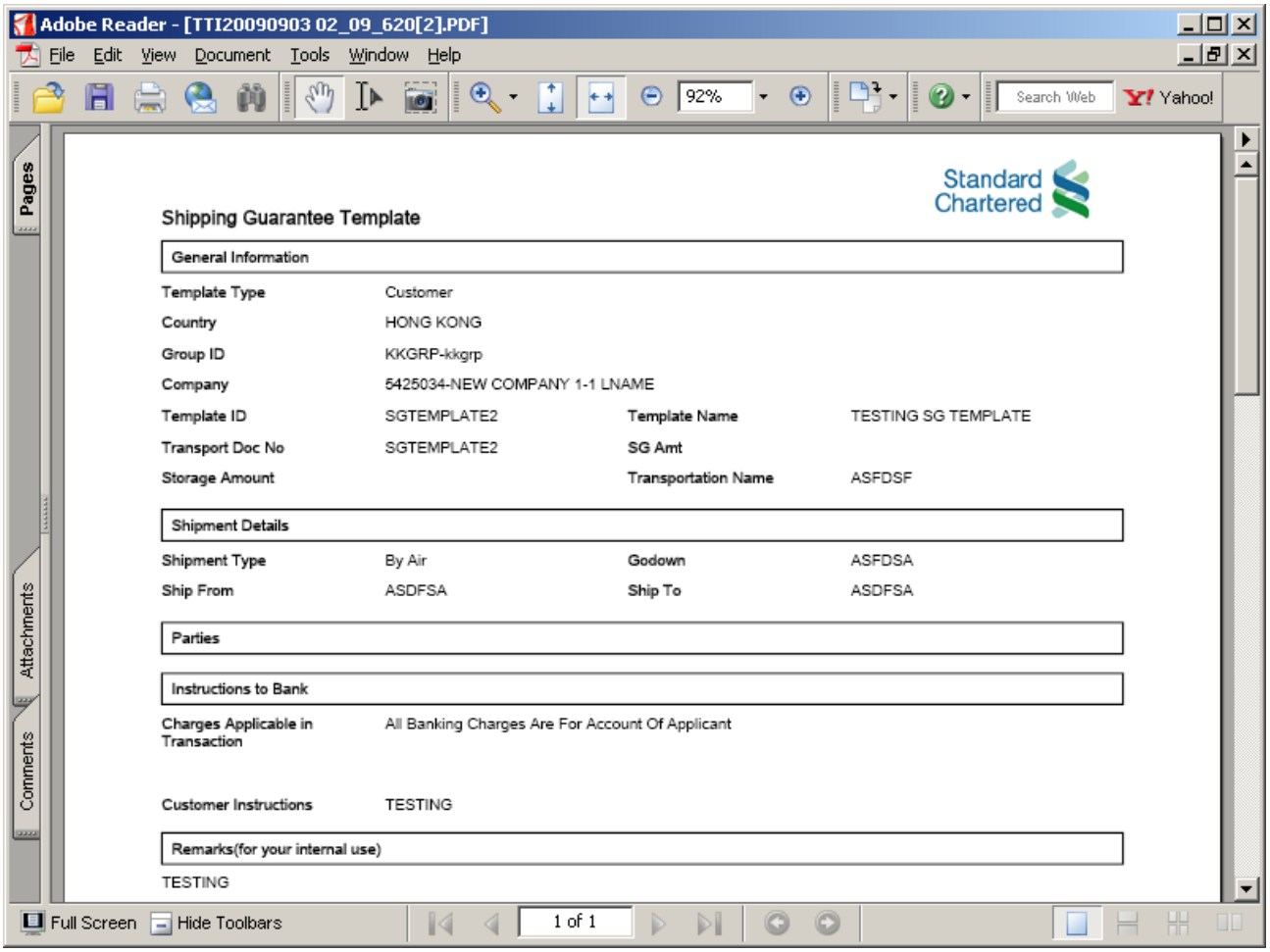
Screen 15.6.5a

After clicking on the Print button, following window will be displayed to open the report directly or save the PDF file to local PC.


File Download
Do you want to open or save this file?
Name: TTI20090903 02_09_620.PDF
Type: Adobe Acrobat 7.0 Document
From: s2b.tradeti.standardchartered.com
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Screen 15.6.5b

After clicking on the “Open” button, the PDF report will be generate and user can further print directly or save this file to local PC.



Screen 15.6.5c

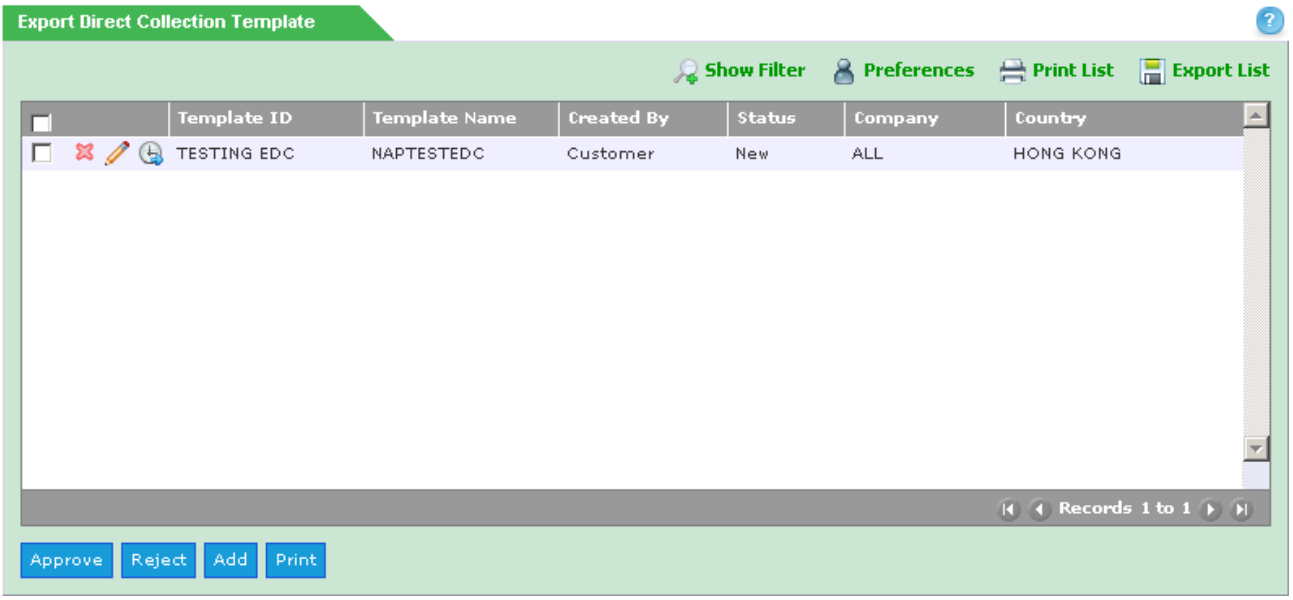
15.7 Export Direct Collection Template

The user can use this module to maintain standard templates for their Export Direct Collection applications. They will also see templates created by the Bank. The user will not be able to modify or delete any of the templates created by the Bank.

The templates will help the user to define standard values that are repeated for all their EDC applications. When using the template for EDC creation, all the data will be pre-populated on the EDC application screen thus minimizing the data entry effort and errors produced during the initiation process.

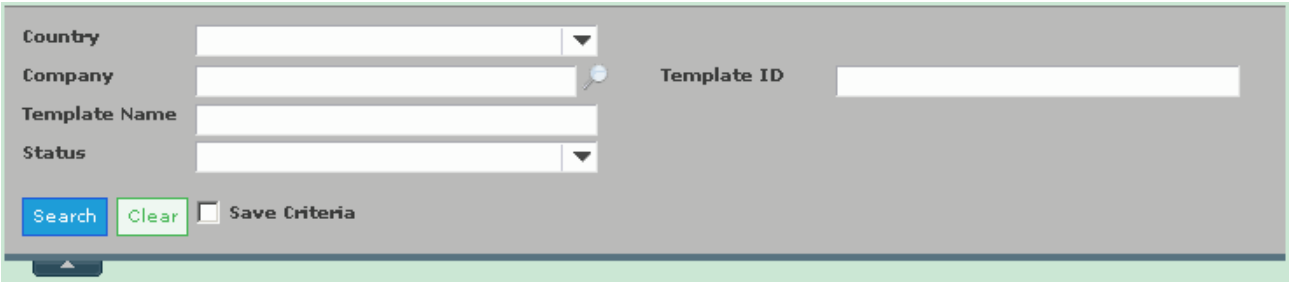
By default, the user can see the list of all the EDC templates already maintained in this summary screen. If there are no templates created, then this screen will not contain any records.

Navigate to this screen from Trade Finance – Transactions – Trade Static Reference – Export Direct Collection Template.



Screen 15.7a

The users can also search for the specific EDC template by clicking on the “Show Filter” link. They will be allowed to enter the following search criteria and click on the “Search” button to display the results on the main screen.



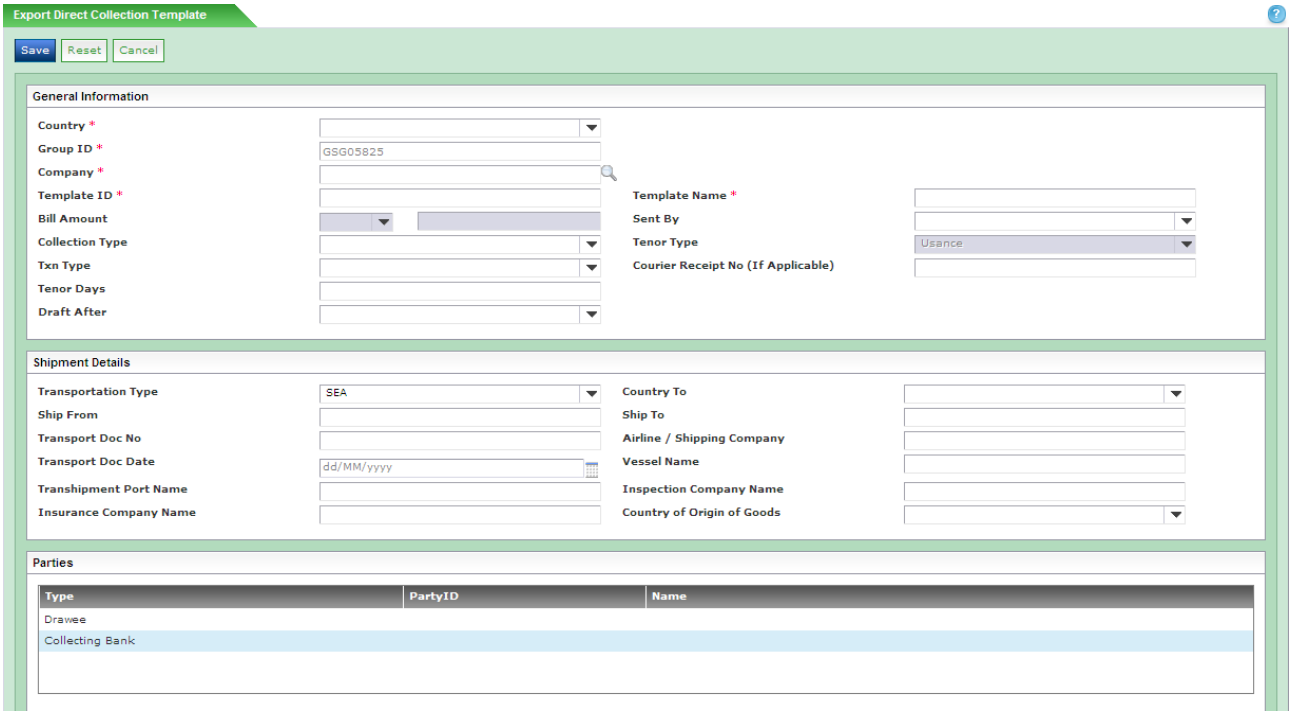
Screen 15.7b

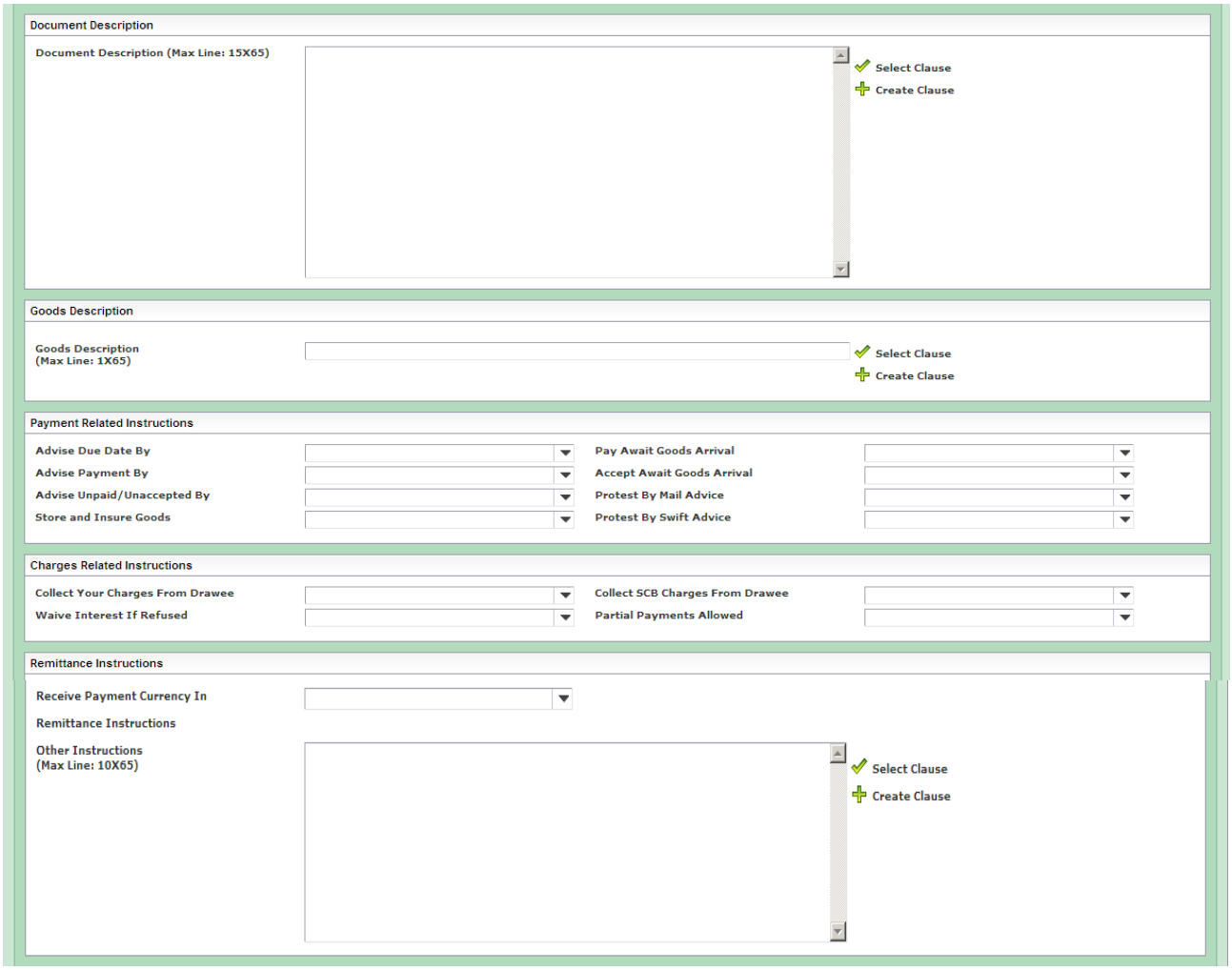
There are 4 action buttons and 3 icons on the screen 15.7a. Below are the description of each action button and icon on this screen.

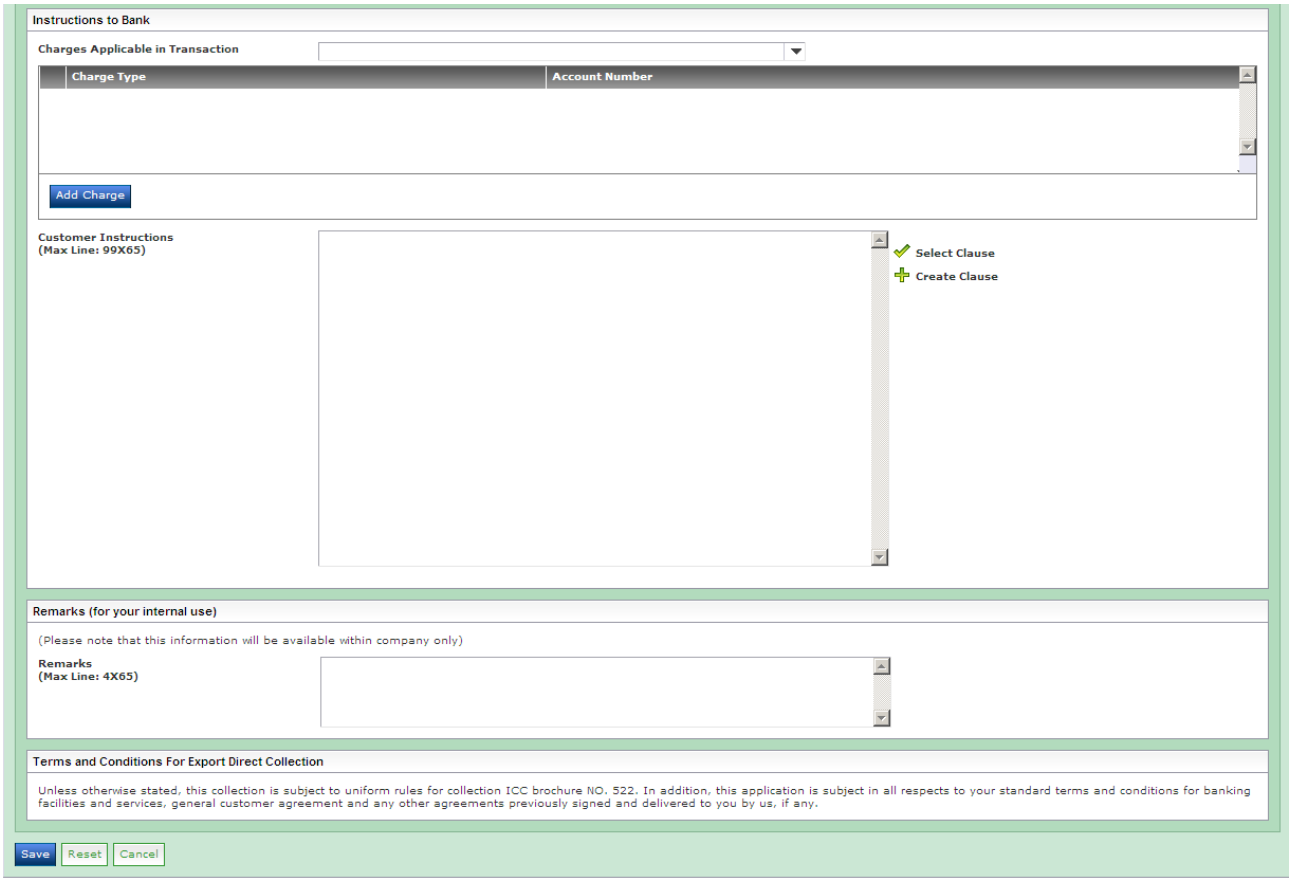
Button	Description
Approve	This button is used by the approver to approve any new template created if it requires further approval before using in any transactions.
Reject	This button is used by the Approver to reject any template created incorrectly and require correction

Add	This button is used to create new EDC templates
Print	This button is used to Print the EDC template details in PDF document
Delete icon	This icon is used to delete any EDC template record
Edit icon	This icon is used to edit any existing EDC template details
Audit Trail icon	This icon is used to see the audit log of users who have worked on a particular templates

15.7.1 Add Export Direct Collection Template




Document Description
Document Description (Max Line: 15X65)
Select Clause
Create Clause
Goods Description
Goods Description (Max Line: 1X65)
Select Clause
Create Clause
Payment Related Instructions
Advise Due Date By
Advise Payment By
Advise Unpaid/Unaccepted By
Store and Insure Goods
Pay Await Goods Arrival
Accept Await Goods Arrival
Protest By Mail Advice
Protest By Swift Advice
Charges Related Instructions
Collect Your Charges From Drawee
Waive Interest If Refused
Collect SCB Charges From Drawee
Partial Payments Allowed
Remittance Instructions
Receive Payment Currency In
Remittance Instructions
Other Instructions (Max Line: 10X65)
Select Clause
Create Clause


Instructions to Bank
Charges Applicable in Transaction
Charge Type
Account Number
Add Charge
Customer Instructions
(Max Line: 99X65)
Select Clause
Create Clause
Remarks (for your internal use)
(Please note that this information will be available within company only)
Remarks
(Max Line: 4X65)
Terms and Conditions For Export Direct Collection
Unless otherwise stated, this collection is subject to uniform rules for collection ICC brochure NO. 522. In addition, this application is subject in all respects to your standard terms and conditions for banking facilities and services, general customer agreement and any other agreements previously signed and delivered to you by us, if any.
Save
Reset
Cancel

Screen 15.7.1

The input guidelines and validations are described in the table below.

Field	Requirement	Type of Field	Description	Rules/ Validation / Others
General Information				
Country	Mandatory	Drop down	Generic	Choose the country from the list
Group ID	Mandatory	Display	Generic	The group id will be populated by default
Company	Mandatory	List box	Generic	Click on the magnifying icon besides this field to select the company for which you are creating the template
Template ID	Mandatory	Alpha Numeric	Generic	It is unique identifier for the template within Country, Group and Company. It can allow maximum of 16 characters
Template Name	Mandatory	Alpha Numeric	Generic	It is name of template and can hold maximum of 35 characters
Bill Currency and Amount	Non Editable	Dropdown	Non Editable	As this information changes for every EDC, the currency and amount cannot be defined in EDC template. The user has to enter this information for every transaction.
Collection Type	Optional	Dropdown	Generic	Select from the dropdown which can be one of the following: • Defer Payment on Due Date • Document Against Acceptance • Document Against Payment (Sight) • Document Against Payment (Usance) • Document Against Promissory Note • Document Against Written Undertaking • Free of Payment-Receipt • Local Bills Discounted • Payment By Installments • Document Against Avalisation

Transaction Type	Optional	Dropdown	Generic	This denotes the type of collection like clean or documentary.
Tenor Days	Conditional	Text Box	Generic	This field is for Payment types other than 'Sight'. This refers to the number of tenor days.
Draft After	Optional	Dropdown	Generic	Select from the following in the List if the Payment type is Usance. • After Draft Date: After the date of draft. • After Custom Clearance: After the goods are cleared from customs. • After FDA Approval: After the goods have been approved by the Federal Drugs Administration. • After First Presentation: After the documents are first presented. • After Arrival of Goods: After the goods arrive at the destination. • After Receipt of Demand: After receipt of demand. • After Transport Doc Date: After the date on transport document, such as Bill of Lading, Airway Bill etc. • Fixed Due Date – on specific due date • From Date of Shipment –after shipment date • Sight: After presentation of documents or on demand. • Other
Due Date	Not applicable for template creation	Date	Generic	If the Draft After = Fixed Due Date, then this field is enabled. This field is the maturity date of the bills. The field will be shown for below collection Type. ▪ Document Against Acceptance ▪ Document Against Written Undertaking ▪ Document Against Avalisation ▪ Document Against Promissory Note ▪ Defer Payment on Due Date ▪ Local Bills Discounted ▪ Payment By Installments If the Tenor Type is 'Usance', then the due date is mandatory.
Sent By	Optional	Dropdown	Generic	This is dispatch mode of the documents to Collecting Bank. Select from the dropdown such as Airmail, By Hand, Courier, Express Airmail (Registered), Mail, Registered Airmail, Registered Mail, Speed Post.
Tenor Type	Non Editable	Dropdown	Generic	This represents whether the payment type is Sight or Usance.
Courier Receipt No (If Applicable)	Optional	Text Box	Generic	This field represents the reference number of the consignment.
Shipment Details				
Transportation Type	Optional	Dropdown	Generic	This refers to the transportation type for the goods.
Country To	Optional	Dropdown	Generic	
Ship From	Optional	Text Area	Generic	Enter the name of the port of discharge of goods.
Ship To	Optional	Text Area	Generic	Enter the name of the port of destination of goods.
Transport Doc No	Optional	Text Area	Generic	This field represents the transport document number.
Airline / Shipping Company	Optional	Text Area	Generic	
Transport Doc Date	Optional	Date	Generic	
Vessel Name	Optional	Text Area	Generic	
Transshipment Port Name	Optional	Text Area	Generic	
Inspection Company Name	Optional	Text Area	Generic	

Insurance Company Name	Optional	Text Area	Generic	
Country of Origin of Goods	Optional	Dropdown	Generic	
Parties				
Party Type	Non Editable	Non Editable	Generic	This is a non-editable field. It is the type of the party you want to create for e.g. Drawee or Collecting Bank
Party Name	Optional	Text area	Generic	Enter the name of the Party
Party ID	Optional	Look up Icon	Generic	Click on the look up icon and select the party from the new window that displays a list of Drawee or collecting bank IDs. You can also type the first few characters of the Party ID and click on lookup to get a shortlist of IDs that match your criteria.
Party Address	Optional	Text area	Generic	The address will automatically get updated once you have selected either the ID or the Name.
Email Address	Optional	Text area	Generic	Client may add drawee address (available for drawee party type only)
Document Description				
Documents Required	Optional	Text area	Generic	Enter the list of all documents that the beneficiary should present for negotiation, payment or acceptance under the letter of credit. Also specify the number of copies required for each document. User can also select the pre-defined text from Clause library by clicking on the “Select Clause’ link besides it.
Goods Description				
Goods Description	Optional	Text area	Generic	Enter the brief description of goods, unit price, if any and shipping terms as defined in the Inco terms. User can also select the pre-defined text from Clause library by clicking on the “Select Clause’ link besides it.
Payment Related Instructions				
Advise Due Date By	Optional	Dropdown	Generic	This field refers to the medium of communication for due date. Available options are: ▪ Mail ▪ SWIFT ▪ Not Applicable
Pay Await Goods Arrival	Optional	Dropdown	Generic	This field denotes whether need pay for the goods await. Available options are: ▪ Prohibited ▪ Yes ▪ Not Applicable
Advise Payment By	Optional	Dropdown	Generic	This field refers to the medium of communication for payment. Available options are: ▪ Mail ▪ SWIFT ▪ Not Applicable
Accept Await Goods Arrival	Optional	Dropdown	Generic	This field refers to terms of goods arrival. Available options are: ▪ Prohibited ▪ Yes ▪ Not Applicable
Advise unpaid / unaccepted by	Optional	Dropdown	Generic	This field refers to the medium of communication for non-acceptance and non-payment. Available options are: ▪ Mail ▪ SWIFT ▪ Not Applicable
Protest under Mail Advice	Optional	Dropdown	Generic	This field refers to the instruction of protest. Available options are: ▪ For Unaccepted ▪ For Unpaid ▪ For Unaccepted & Unpaid ▪ Not Applicable
Store and Insure Goods	Optional	Dropdown	Generic	This field refers to the storage and insurance of goods. Available options are Yes or No

Protest by SWIFT Advice	Optional	Dropdown	Generic	This field refers to the instruction of protest. Available options are: ▪ For Unaccepted ▪ For Unpaid ▪ For Unaccepted & Unpaid ▪ Not Applicable
Charges Related Instructions				
Collect your Charges from Drawee	Optional	Dropdown	Generic	This field refers to the charges. Available options are: ▪ No ▪ Yes, Waive if Refuse ▪ Yes, Cannot Waive
Collect SCB Charges from Drawee	Optional	Dropdown	Generic	This field refers to the SCB charges on collection instructions. Available options are: ▪ No ▪ Yes, Waive if Refuse ▪ Yes, Cannot Waive
Waive Interest if refused	Optional	Dropdown	Generic	This field refers to the waiver of interest. Available options are: ▪ Yes ▪ No ▪ Not Applicable
Partial Payments Allowed	Optional	Dropdown	Generic	This field denotes whether partial payment is allowed or not. Available options are Yes or No
Remittance Instructions				
Receive Payment Currency In	Optional	Dropdown	Country Specific	This field denotes the currency in which payment need to be received. The system will display the currency codes.
Remittance Instructions	Non Editable	Text Area	Non Editable	This field refers the remittance instruction for the payment currency. The remittance instruction will be displayed only if the value of Bank (Bill) Ref is entered by customer i.e. pre-assigned reference number is allocated to the client. The field is defaulted by system based on the currency value selected by customer for the field 'Receive Payment Currency in '. The value is default to the country & branch of company profile.
Other Instructions	Optional	Text Area	Generic	This field refers to any other instruction.
Instructions to Bank				
Charges Applicable in Transaction	Optional	Dropdown	Generic	Indicate the party bearing the charges. For e.g. • **All Banking charges are for account of Drawer** – Drawer will pay for all EDC charges. • **All Banking charges are for account of Drawee** – Drawee will pay for all EDC charges • **Other – Refer to customer instructions** – This will be for any special handling instruction for the charges
Charge Type	Optional	Dropdown	Generic	Select from the dropdown • All Charges • Commission • Margin • Proceeds
Account Number	Optional	Dropdown	Generic	Select from the dropdown any of your account numbers that you wish to get debited for the fee item selected. This field is mandatory only if the value selected in Charges flag is 'All charges are for the account of Drawer. If 'All charges' selected in banking charge only one account field will be enabled.

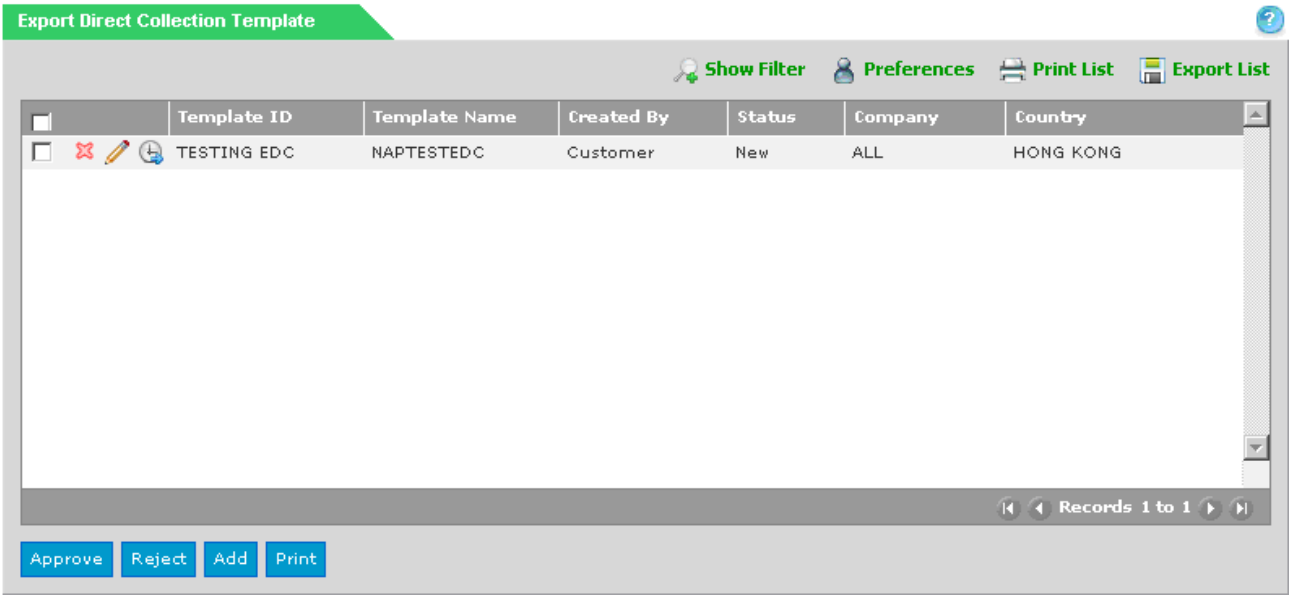
Customer Instructions	Optional	Text area	Generic	Enter any specific instructions in the EDC application that you want the Bank to act on. User can also select the pre-defined text from Clause library by clicking on the "Select Clause' link besides it.
Remarks (for your internal use)				
Remarks	Optional	Alpha Numeric	Generic	Please enter any special remarks for your internal purpose
Terms and Conditions for Export Direct Collection	Non Editable	Text	Generic	This is the standard terms and conditions for EDC issuance by the bank which will be appended for every EDC application issued.

There are three action buttons present at the top and bottom of the EDC Template Maintenance screen which are described below.

Button	Description
Save	The user needs to click on this button to finish the creation of EDC Template and forward it to approver if required. The system will display the acknowledgement that the EDC Template is created.
Reset	This button helps the user to clear the data on the screen and start entering from beginning
Cancel	This button helps the user to cancel the operation and return back to the previous screen

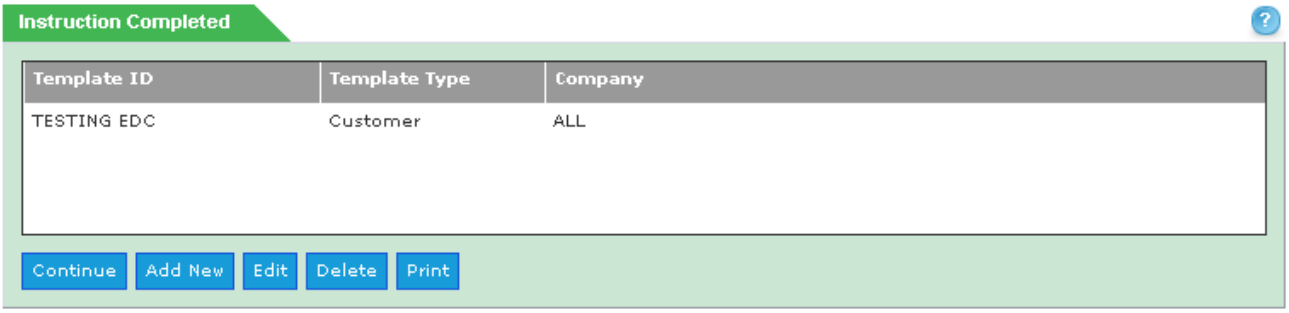
15.7.2 Authorise EDC Template

The templates that are created and pending authorization will be available under the status as "New". The approver can select the record and click on Approve button. Only after the template is approved, it will be available for the users during the creation of the transactions.



Screen 15.7.2a

The user can select either a single template or multiple templates by clicking on the check boxes and then proceed to click on the "Approve" button. Following screen will be displayed if the template is successfully approved.



Screen 15.7.2b

If there is some mistake in content while creating the template and need correction, the approver can click on the “Reject” button to disapprove the template. The status will remain as “New” and it can be further edited.

15.7.3 Edit EDC Template

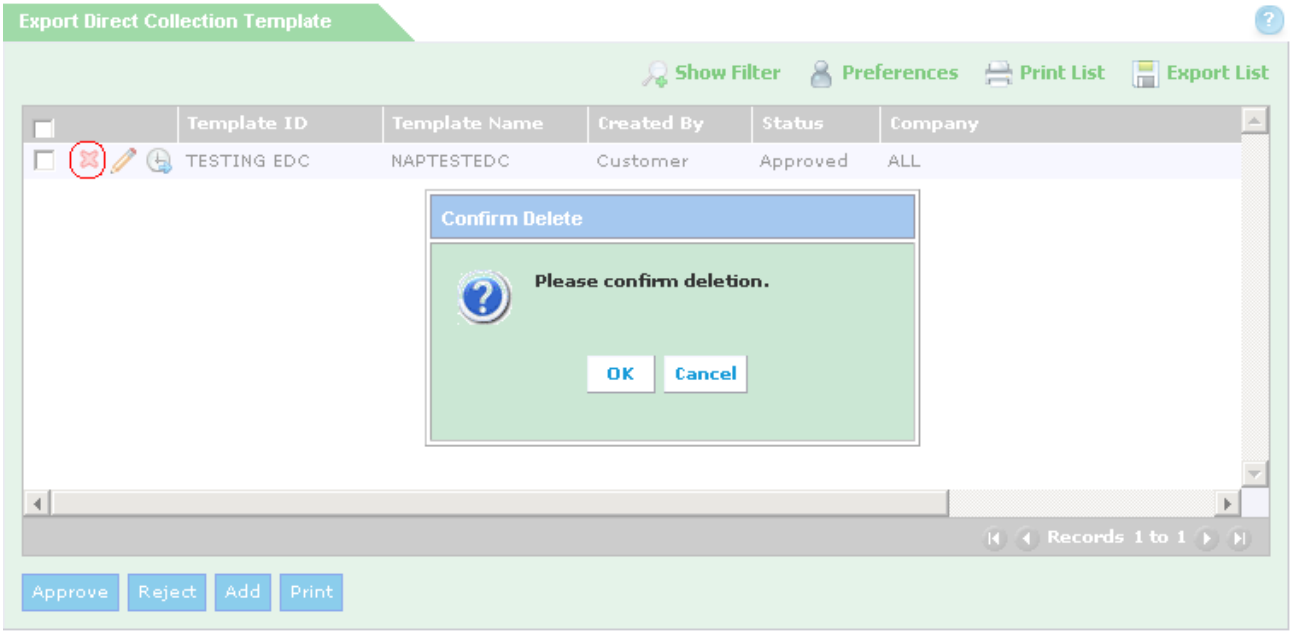
User can click on Edit icon ( ) on EDC Template screen to edit that particular template. The EDC detail screen will be shown similar to Screen 15.7.1. The user can make the changes in the required fields. After editing, user can save the record by clicking on ‘Save’ button.

There are three action buttons present at the top and bottom of the Edit EDC Template screen which are described below.

Button	Description
Save	The user need to click on this button to finish the editing of and forward it to approver if required
Reset	This button helps the user to clear the data on the screen and start entering from beginning
Cancel	This button helps the user to cancel the operation and return back to the previous screen

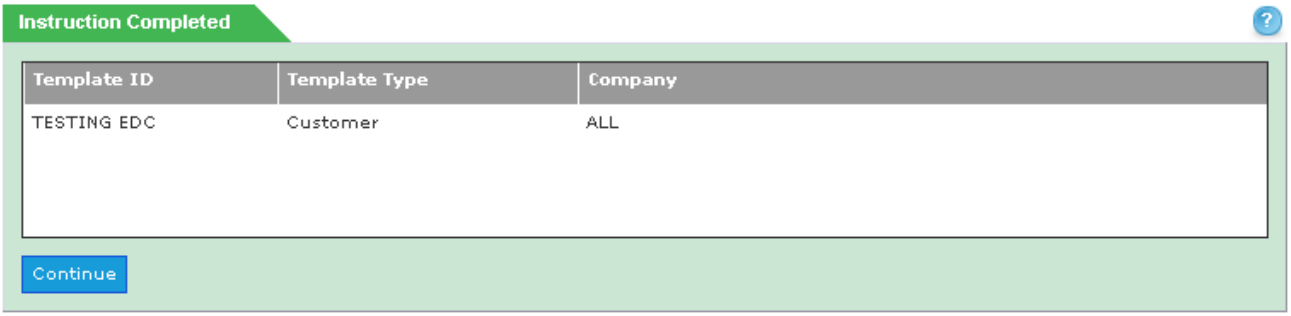
15.7.4 Delete EDC Template

User can click on Delete icon ( ) before any template that they want to delete. Upon clicking the delete icon, user will be asked with the confirmation message. After clicking on “Ok” button only, the record will be deleted.



Screen 15.7.4a

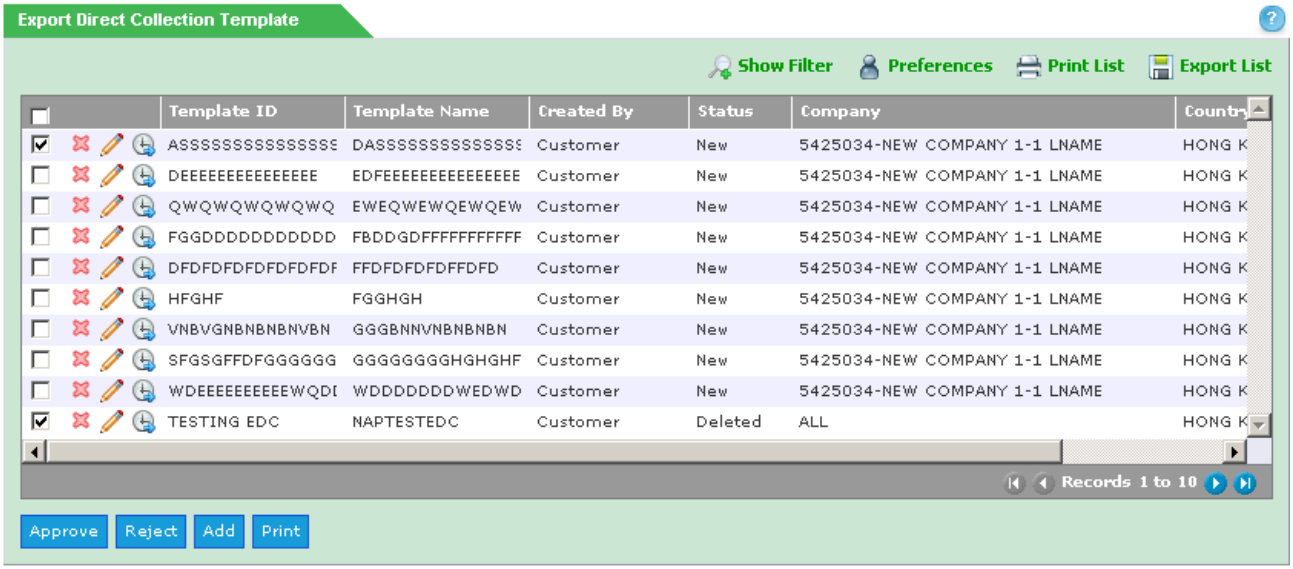
After the user confirms the above message, system will display the acknowledgement screen of this action to the user.



Screen 15.7.4b

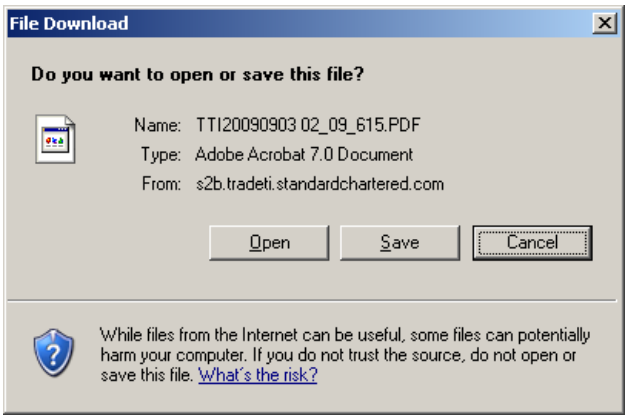
15.7.5 Print EDC Template

The user can select any one or more than one Export Direct Collection template by clicking on the checkbox as shown. Then click on Print button to print the details of the records selected.



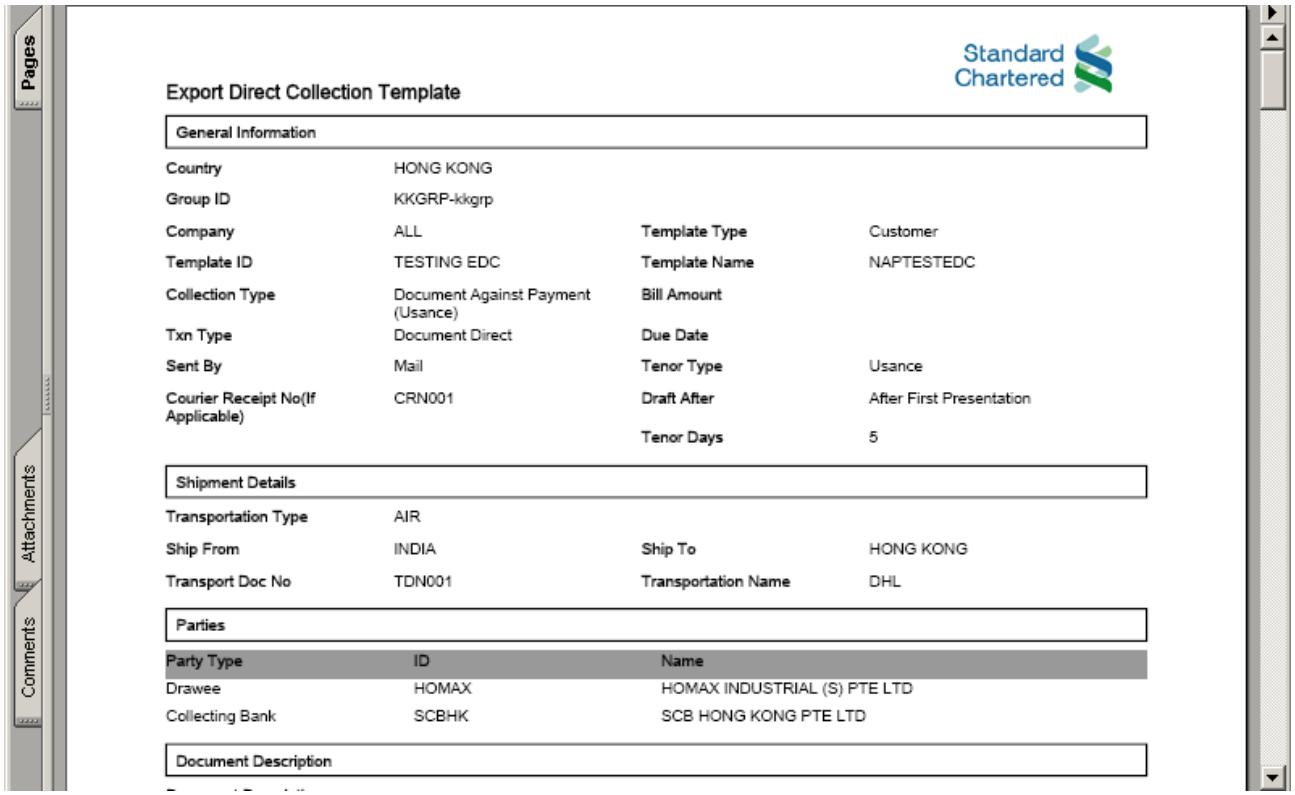
Screen 15.7.5a

After clicking on the Print button, following window will be displayed to open the report directly or save the PDF file to local PC.


File Download
Do you want to open or save this file?
Name: TTI20090903 02_09_615.PDF
Type: Adobe Acrobat 7.0 Document
From: s2b.tradeti.standardchartered.com
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Screen 15.7.5b

After clicking on the “Open” button, the PDF report will be generate and user can further print directly or save this file to local PC.



Pages

Attachments

Comments

Standard Chartered

Export Direct Collection Template

General Information

Country	HONG KONG		
Group ID	KKGRP-kkgrp		
Company	ALL	Template Type	Customer
Template ID	TESTING EDC	Template Name	NAPTESTEDC
Collection Type	Document Against Payment (Usance)	Bill Amount	
Txn Type	Document Direct	Due Date	
Sent By	Mail	Tenor Type	Usance
Courier Receipt No(If Applicable)	CRN001	Draft After	After First Presentation
		Tenor Days	5

Shipment Details

Transportation Type	AIR		
Ship From	INDIA	Ship To	HONG KONG
Transport Doc No	TDN001	Transportation Name	DHL

Parties

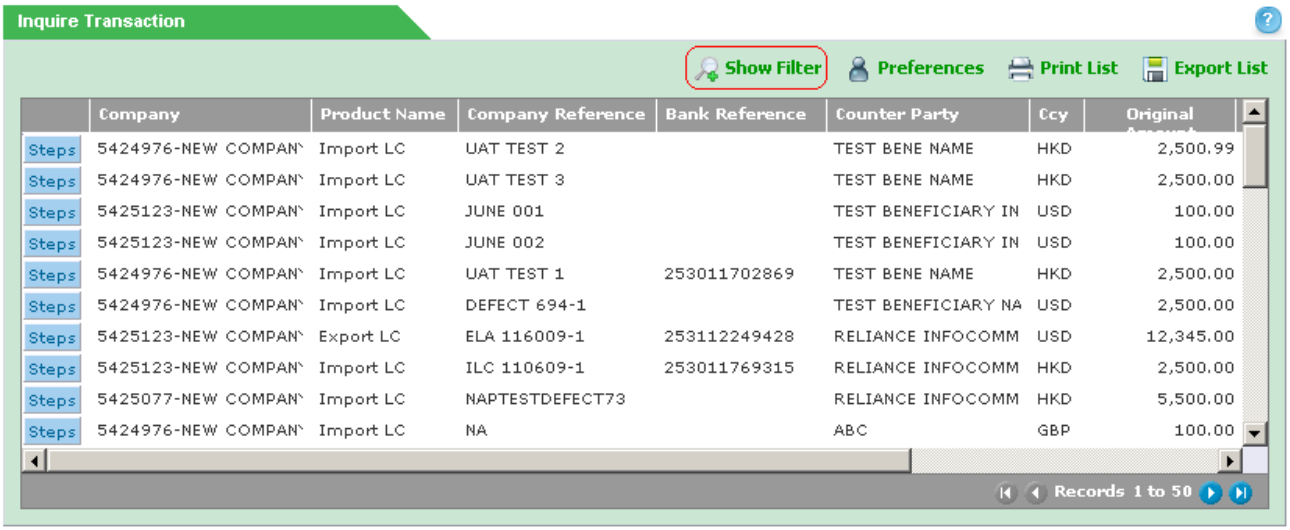
Party Type	ID	Name
Drawee	HOMAX	HOMAX INDUSTRIAL (S) PTE LTD
Collecting Bank	SCBHK	SCB HONG KONG PTE LTD

Document Description

16 Other Features

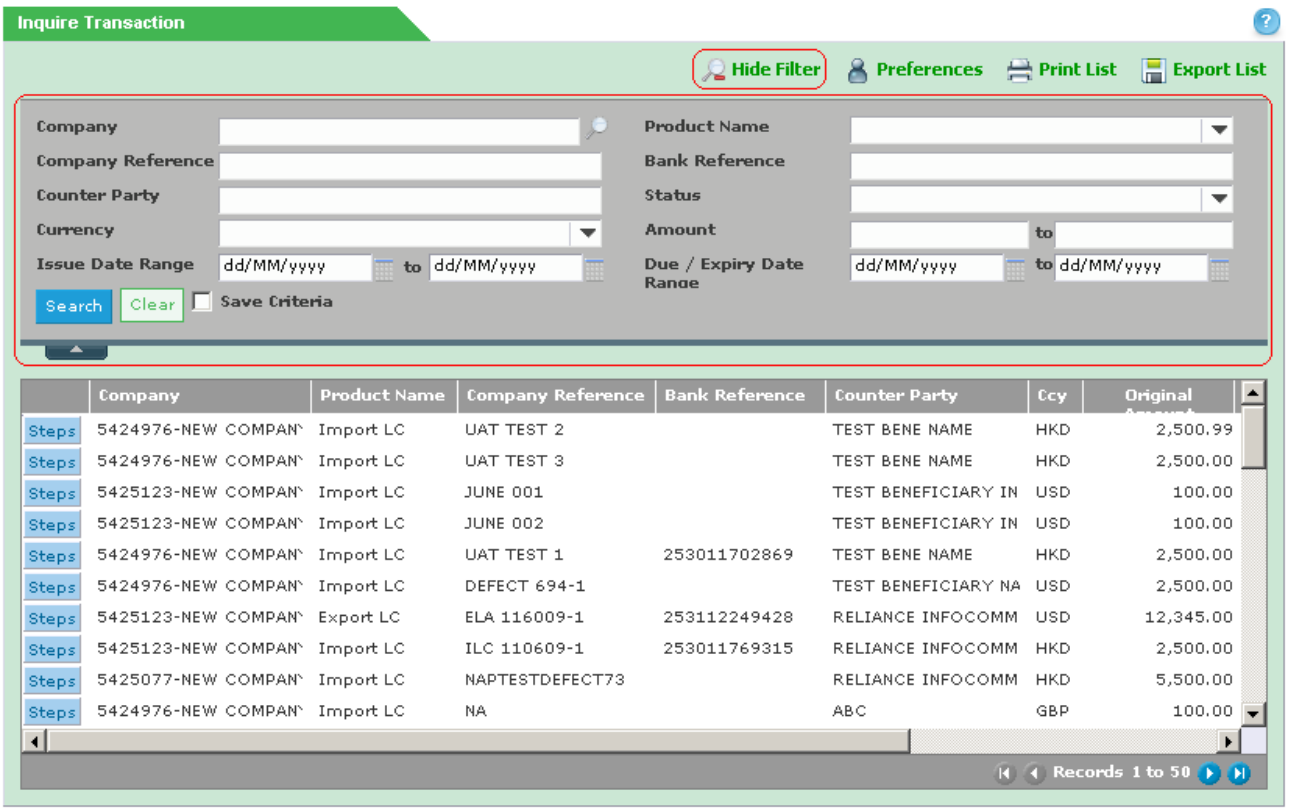
16.1 Show Filter (Search Transactions)

User can use this feature to search any specific transaction on any summary screen where there are transactions displayed in many rows and many pages. E.g. Refer to the below “Inquire Transaction” screen.


Inquire Transaction
Show Filter
Preferences
Print List
Export List
Company
Product Name
Company Reference
Bank Reference
Counter Party
Ccy
Original
Steps 5424976-NEW COMPAN Import LC UAT TEST 2 TEST BENE NAME HKD 2,500.99
Steps 5424976-NEW COMPAN Import LC UAT TEST 3 TEST BENE NAME HKD 2,500.00
Steps 5425123-NEW COMPAN Import LC JUNE 001 TEST BENEFICIARY IN USD 100.00
Steps 5425123-NEW COMPAN Import LC JUNE 002 TEST BENEFICIARY IN USD 100.00
Steps 5424976-NEW COMPAN Import LC UAT TEST 1 253011702869 TEST BENE NAME HKD 2,500.00
Steps 5424976-NEW COMPAN Import LC DEFECT 694-1 TEST BENEFICIARY NA USD 2,500.00
Steps 5425123-NEW COMPAN Export LC ELA 116009-1 253112249428 RELIANCE INFOCOMM USD 12,345.00
Steps 5425123-NEW COMPAN Import LC ILC 110609-1 253011769315 RELIANCE INFOCOMM HKD 2,500.00
Steps 5425077-NEW COMPAN Import LC NAPTESTDEFECT73 RELIANCE INFOCOMM HKD 5,500.00
Steps 5424976-NEW COMPAN Import LC NA ABC GBP 100.00
Records 1 to 50

Screen 16.1a

Click on the “Show Filter” link as highlighted in red box above. After clicking this link, the user will be shown set of fields to search for and this link will change to “Hide Filter”. The transactions section will shift downwards.


Inquire Transaction
Hide Filter
Preferences
Print List
Export List
Company
Product Name
Company Reference
Bank Reference
Counter Party
Status
Currency
Amount
to
Issue Date Range
dd/MM/yyyy
to
dd/MM/yyyy
Due / Expiry Date Range
dd/MM/yyyy
to
dd/MM/yyyy
Search
Clear
Save Criteria
Company
Product Name
Company Reference
Bank Reference
Counter Party
Ccy
Original
Steps 5424976-NEW COMPAN Import LC UAT TEST 2 TEST BENE NAME HKD 2,500.99
Steps 5424976-NEW COMPAN Import LC UAT TEST 3 TEST BENE NAME HKD 2,500.00
Steps 5425123-NEW COMPAN Import LC JUNE 001 TEST BENEFICIARY IN USD 100.00
Steps 5425123-NEW COMPAN Import LC JUNE 002 TEST BENEFICIARY IN USD 100.00
Steps 5424976-NEW COMPAN Import LC UAT TEST 1 253011702869 TEST BENE NAME HKD 2,500.00
Steps 5424976-NEW COMPAN Import LC DEFECT 694-1 TEST BENEFICIARY NA USD 2,500.00
Steps 5425123-NEW COMPAN Export LC ELA 116009-1 253112249428 RELIANCE INFOCOMM USD 12,345.00
Steps 5425123-NEW COMPAN Import LC ILC 110609-1 253011769315 RELIANCE INFOCOMM HKD 2,500.00
Steps 5425077-NEW COMPAN Import LC NAPTESTDEFECT73 RELIANCE INFOCOMM HKD 5,500.00
Steps 5424976-NEW COMPAN Import LC NA ABC GBP 100.00
Records 1 to 50

Screen 16.1b

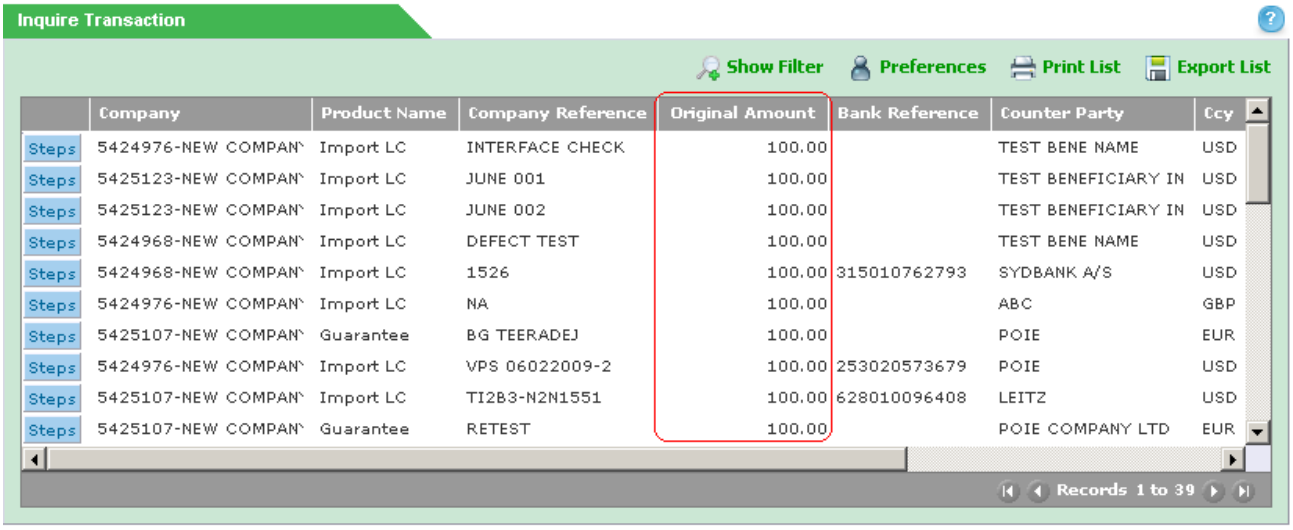
Following is the description of each of the Search Parameters. The fields available for search will vary depending on the screen that the user is using.

Search Parameter	Description
Company	Select the required company id from the list box for which you want to perform the search
Product Name	Select the product for which you want to search the transaction for e.g. Import LC, Export LC, Guarantee etc
Company Reference	Enter the reference number that the company user has assigned for the transaction at the time of transaction initiation.
Bank reference	Enter the reference number that the bank has assigned for the transaction. This will not be available during first time initiation.
Counter Party	Enter the name of the counter party
Status	Select the status that you want to search for e.g. Incomplete
Currency	Select the currency for which you want to edit the transaction
Amount	Enter the range of amount to search
Issue Date range	Enter the range of issue dates of the transaction
Due/Expiry Date range	Enter the range of due or expiry dates of the transaction

After entering the search criteria in the given fields you can click on any of the three options available in this section. They are explained here below.

Button	Description
Search	This button will filter transactions as per the search criteria.
Clear	This button will clear the Search fields for the user to enter fresh details again.
Save Criteria	This option will save the search criteria for future searches.

Searching specific transaction of the amount = 100.00 and click on Search button will show the final screen.

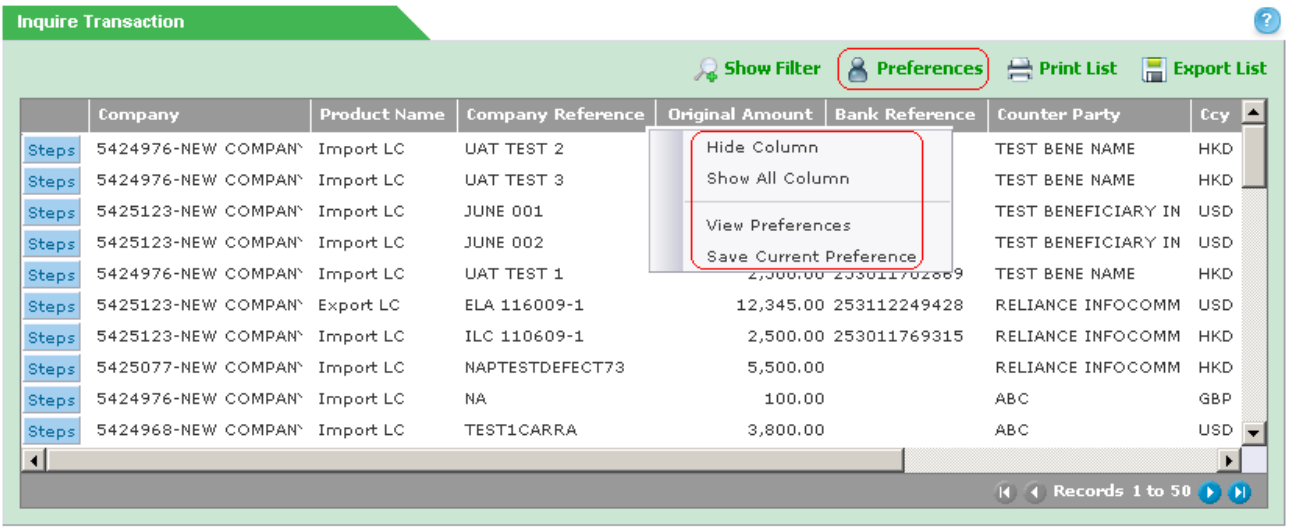

Inquire Transaction
Show Filter
Preferences
Print List
Export List
Company
Product Name
Company Reference
Original Amount
Bank Reference
Counter Party
Ccy
Steps 5424976-NEW COMPAN Import LC INTERFACE CHECK 100.00 TEST BENE NAME USD
Steps 5425123-NEW COMPAN Import LC JUNE 001 100.00 TEST BENEFICIARY IN USD
Steps 5425123-NEW COMPAN Import LC JUNE 002 100.00 TEST BENEFICIARY IN USD
Steps 5424968-NEW COMPAN Import LC DEFECT TEST 100.00 TEST BENE NAME USD
Steps 5424968-NEW COMPAN Import LC 1526 100.00 315010762793 SYDBANK A/S USD
Steps 5424976-NEW COMPAN Import LC NA 100.00 ABC GBP
Steps 5425107-NEW COMPAN Guarantee BG TEERADEJ 100.00 POIE EUR
Steps 5424976-NEW COMPAN Import LC VPS 06022009-2 100.00 253020573679 POIE USD
Steps 5425107-NEW COMPAN Import LC TI2B3-N2N1551 100.00 628010096408 LEITZ USD
Steps 5425107-NEW COMPAN Guarantee RETEST 100.00 POIE COMPANY LTD EUR
Records 1 to 39

Screen 16.1c

16.2 Preferences

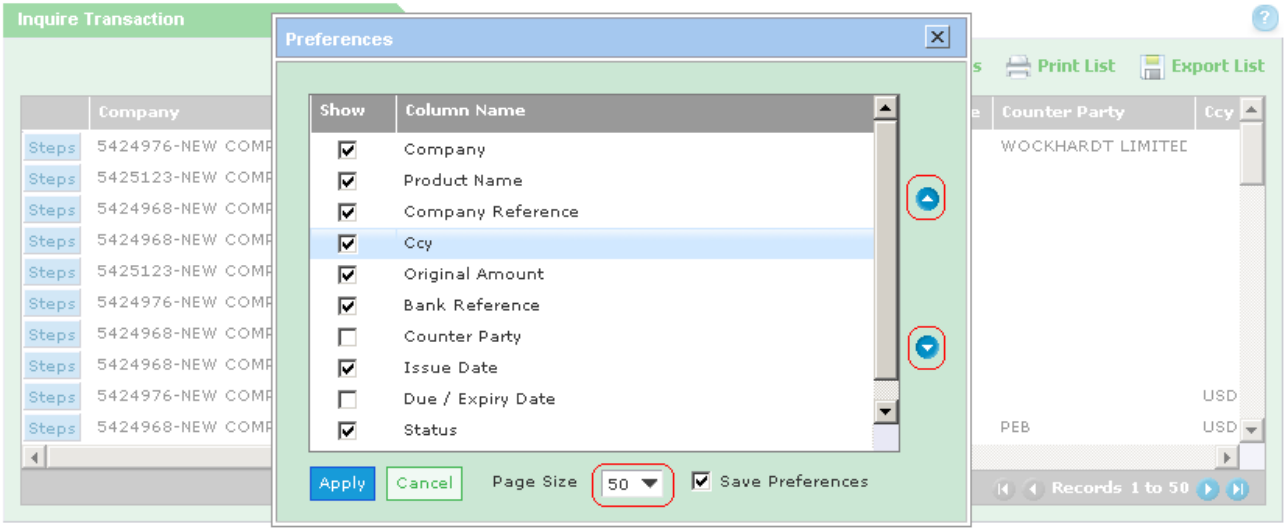
The user can use this feature on all the summary screens. This feature provides following benefits to the user.

- They can see or hide any column on transaction summary screens
- They can arrange the sequence of column on summary screens for e.g. they can move Bank Reference column to appear first
- They can define the number of records to be displayed on summary screens. They can define minimum of 10 and maximum of 150 records per page.



Screen 16.2a

Users can also use the right click mouse button on any column heading to enable the Preferences setup. On clicking this link, the user will see the following box.



Screen 16.2b

This screen can be used in following ways.

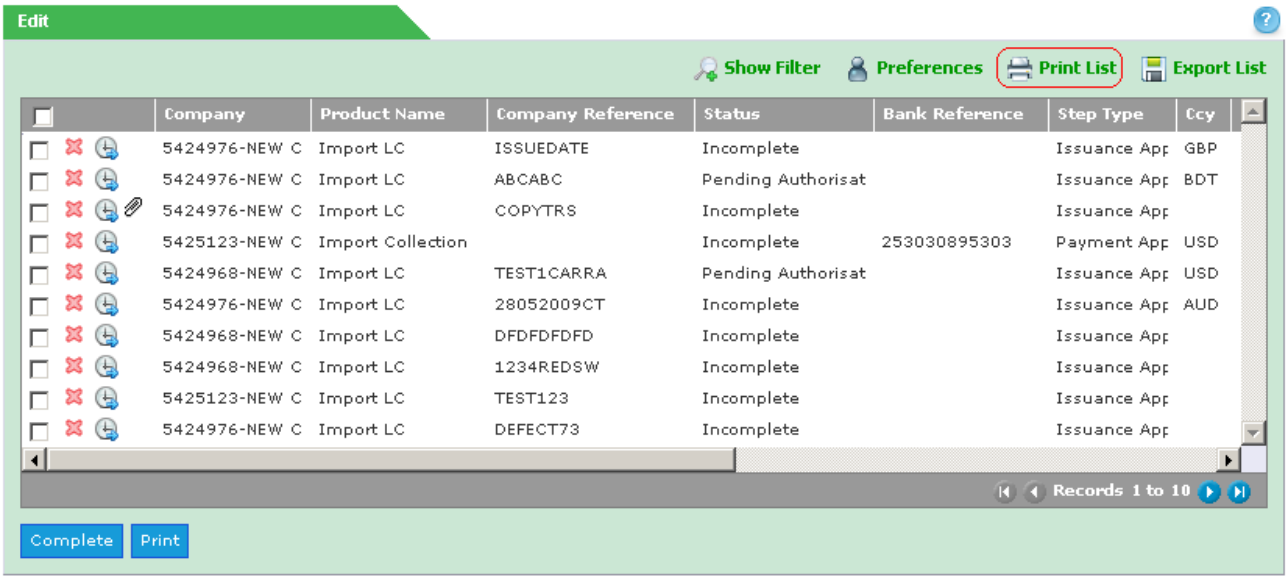
- The user can click on respective check boxes to either show or hide the column in summary screen.
- The user can highlight any column first and click on the up and down arrow icons located on the right hand side of this window. This allows the user to move the location of columns.
- The user can choose from the value of 10 to 150 in the Page Size to display the number of records per page.
- The user can save this preference so that the summary screen can display the same columns as per the last saved preference.

There are two buttons located on this window.

Button	Description
Apply	This button will save the preference and show the desired results on the summary screen to the user
Cancel	This button allows user to abort this operation and return back to the previous screen

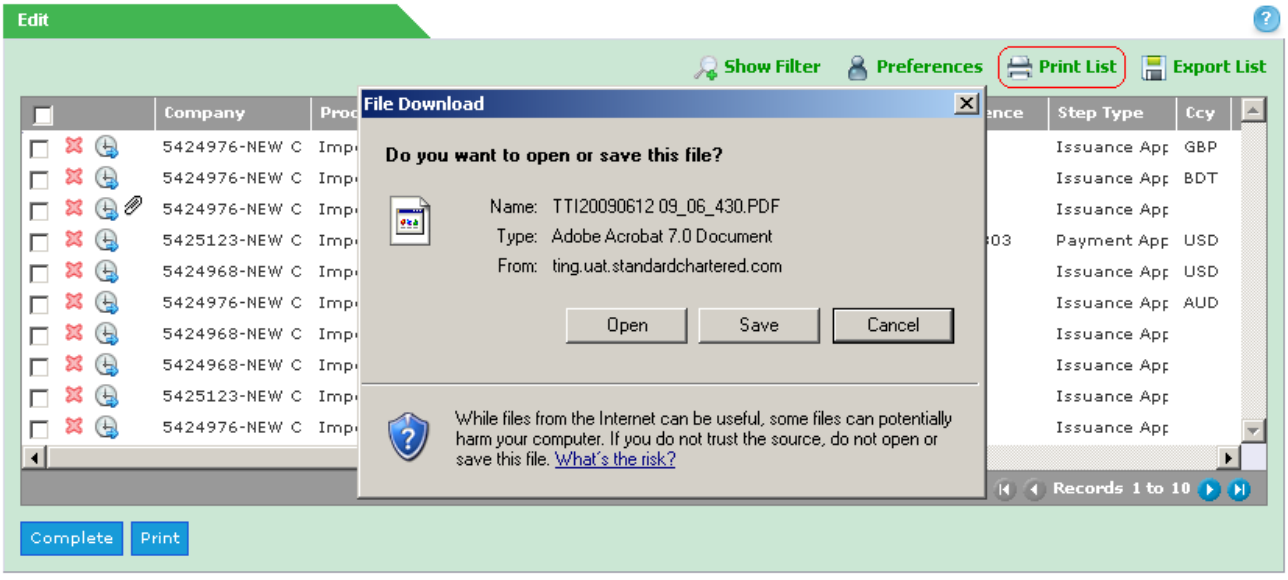
16.3 Print List

The user can use this function to perform a quick print of the summary transactions in a PDF document. This feature will print all the transactions currently present on the summary screen.


Edit
Show Filter
Preferences
Print List
Export List
Company
Product Name
Company Reference
Status
Bank Reference
Step Type
Ccy
5424976-NEW C Import LC ISSUEDATE Incomplete Issuance App GBP
5424976-NEW C Import LC ABCABC Pending Authorisat Issuance App BDT
5424976-NEW C Import LC COPYTRS Incomplete Issuance App
5425123-NEW C Import Collection Incomplete 253030895303 Payment App USD
5424968-NEW C Import LC TEST1CARRA Pending Authorisat Issuance App USD
5424976-NEW C Import LC 28052009CT Incomplete Issuance App AUD
5424968-NEW C Import LC DFDFDFDFD Incomplete Issuance App
5424968-NEW C Import LC 1234REDSW Incomplete Issuance App
5425123-NEW C Import LC TEST123 Incomplete Issuance App
5424976-NEW C Import LC DEFECT73 Incomplete Issuance App
Records 1 to 10
Complete
Print

Screen 16.3a

After clicking the “Print List” hyperlink, the user will be asked to either open the PDF document directly or Save the PDF document on the local PC by displaying the following window.


Edit
Show Filter
Preferences
Print List
Export List
File Download
Do you want to open or save this file?
Name: TTI20090612 09_06_430.PDF
Type: Adobe Acrobat 7.0 Document
From: ting.uat.standardchartered.com
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
Records 1 to 10
Complete
Print

Screen 16.3b

User can click on the Open button to open the PDF document directly or save the file on the local machine. Following is the sample report of the PDF report.

Inquire Transaction

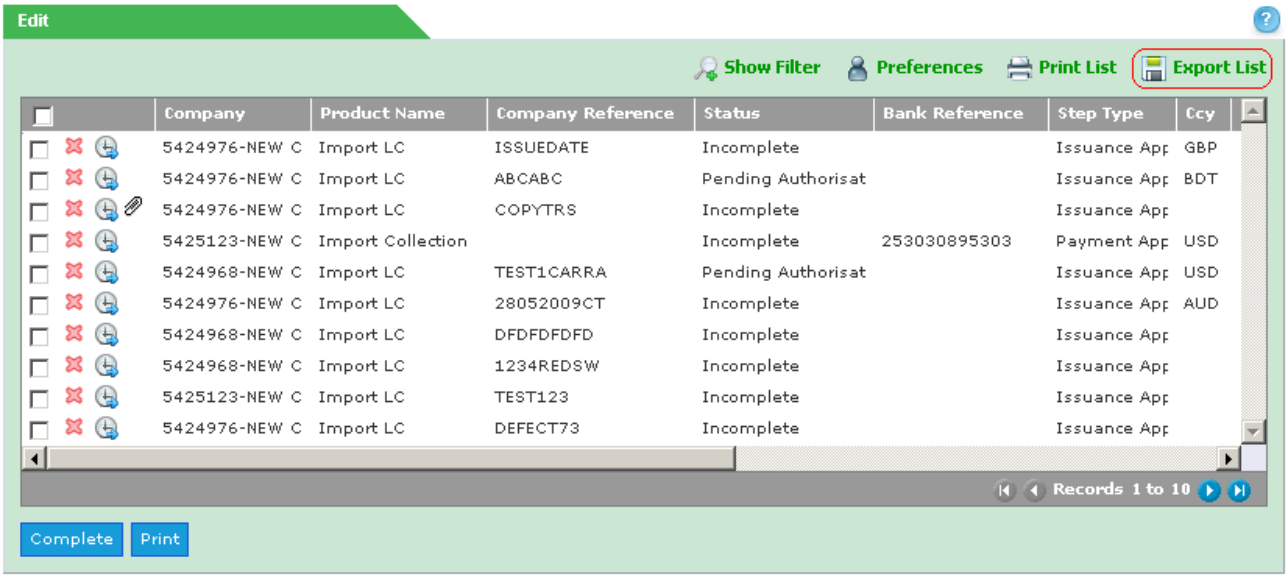
Company			Product Name	Import LC	
Company Reference			Bank Reference		
Counter Party			Status	Unprocessed	
Currency	USD		Amount	100	to 105
Issue Date Range		to	Due/Expiry Date Range		to

Company / Counter Party	Product Name / Status	Company Reference / Bank Reference	Ccy	Original Amount	Issue Date / Due/Expiry Date
8456968-SOLUTION DELIVERY - SPORE	Import LC	SAMPLE 11212	USD	100.00	17/06/2012
PADA INDUSTRIAL (FAR EAST) CO. LTD.	Unprocessed				29/06/2012
8456968-SOLUTION DELIVERY - SPORE	Import LC	LC01	USD	100.00	25/03/2012
SG DR 23AUG PRODUCTION	Unprocessed				31/03/2012
8456968-SOLUTION DELIVERY - SPORE	Import LC	ANANDHNOV19TEST1	USD	100.00	20/11/2011
SG DR 23AUG PRODUCTION	Unprocessed				30/11/2011
8456968-SOLUTION DELIVERY - SPORE	Import LC	ANANDHJUL4-1	USD	100.00	05/06/2011
DEC12VERI	Unprocessed				30/09/2011
8456968-SOLUTION DELIVERY - SPORE	Import LC	51358184	USD	100.00	11/07/2011
SAMPLE LC	Unprocessed				31/08/2011
8456968-SOLUTION DELIVERY - SPORE	Import LC	DDDDDDDXXXXXXXXX	USD	100.00	12/08/2011
DALIAN HUADE WOOD PRODUCTS CO.,LTD.	Unprocessed				31/08/2011
8456968-SOLUTION DELIVERY - SPORE	Import LC	ANANDHJUNE19-001	USD	100.00	19/06/2011
DEC12VERI	Unprocessed				30/06/2011
8456968-SOLUTION DELIVERY - SPORE	Import LC	TEST-UVT-005	USD	100.00	27/03/2011
BENE NAME	Unprocessed				27/04/2011
8456968-SOLUTION DELIVERY - SPORE	Import LC	LT-10	USD	100.00	05/12/2010
GURU TEST PARTY	Unprocessed				31/12/2010
8456968-SOLUTION DELIVERY - SPORE	Import LC	BULKTEST001010	USD	100.00	30/08/2010
TEST COMPANY (PVT) LTD	Unprocessed				30/11/2010

Printed for GSG05825-WEBUSER6 on 02/10/2012 13:17:34 Page: 1

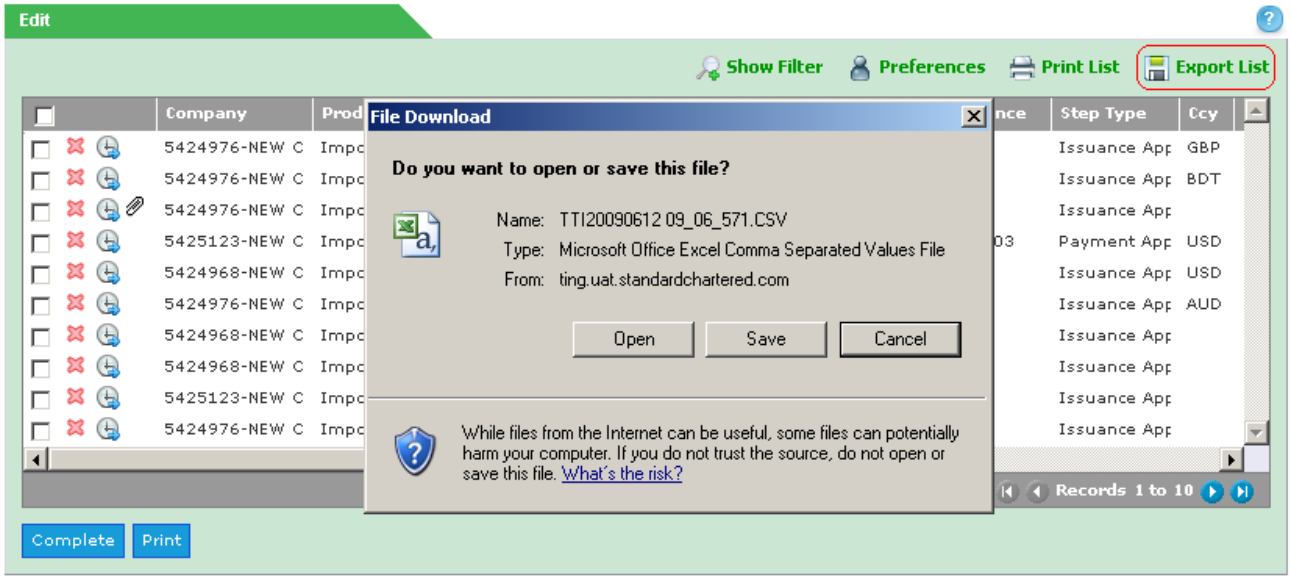
16.4 Export List

The user can use this function to export all the summary transactions in a excel file. This feature will export all the transactions currently present on the summary screen to an excel file in CSV format.


Edit
Show Filter
Preferences
Print List
Export List
Company
Product Name
Company Reference
Status
Bank Reference
Step Type
Ccy
5424976-NEW C Import LC ISSUEDATE Incomplete Issuance App GBP
5424976-NEW C Import LC ABCABC Pending Authorisat Issuance App BDT
5424976-NEW C Import LC COPYTRS Incomplete Issuance App
5425123-NEW C Import Collection Incomplete 253030895303 Payment App USD
5424968-NEW C Import LC TEST1CARRA Pending Authorisat Issuance App USD
5424976-NEW C Import LC 28052009CT Incomplete Issuance App AUD
5424968-NEW C Import LC DFDFDFDFD Incomplete Issuance App
5424968-NEW C Import LC 1234REDSW Incomplete Issuance App
5425123-NEW C Import LC TEST123 Incomplete Issuance App
5424976-NEW C Import LC DEFECT73 Incomplete Issuance App
Records 1 to 10
Complete
Print

Screen 16.4a

After clicking the “Export List” hyperlink, the user will be asked to either open the Excel file directly or Save the excel file on the local PC by displaying the following window.



Screen 16.4b

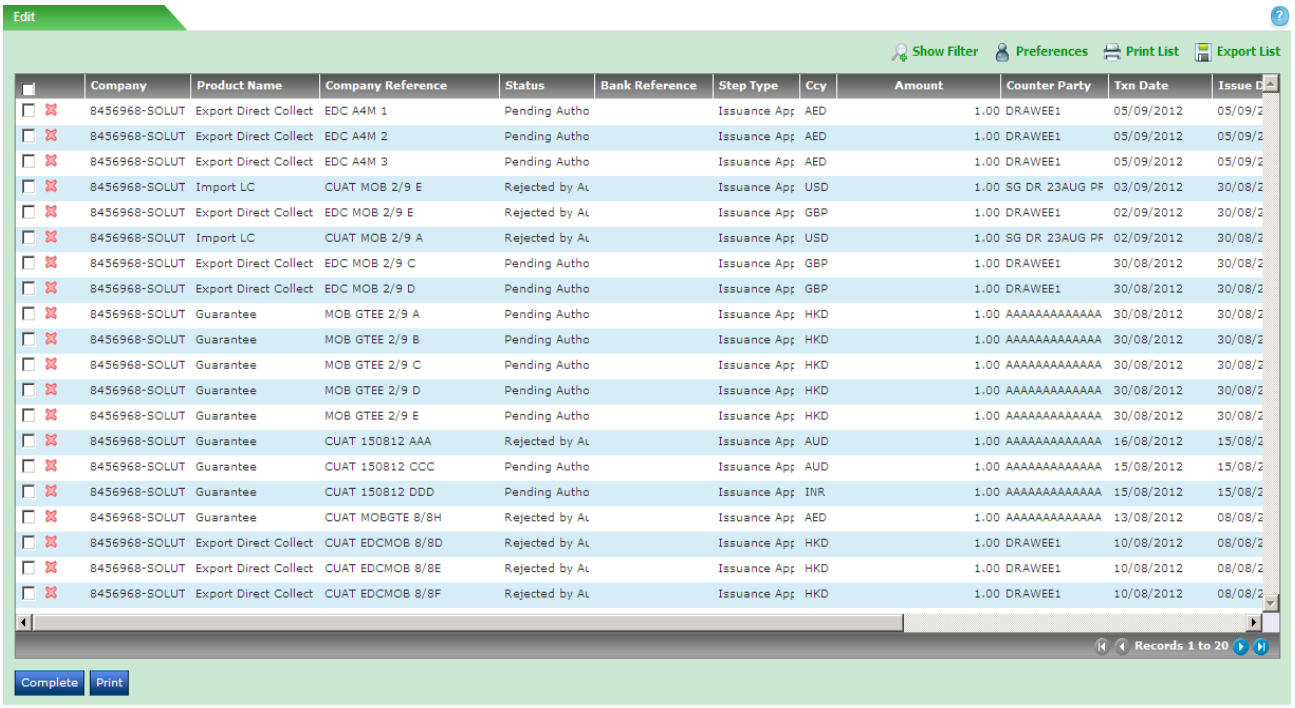
User can click on the Open button to open the excel file directly or save the file on the local machine. Following is the sample report of the excel file.

	A	B	C	D	E	F
1	Company	Product Name	Company Reference	Status	Bank Reference	Step Type
2	5424976-NEW COMPANY 3-1	Import LC	ISSUEDATE	Incomplete		Issuance A
3	5424976-NEW COMPANY 3-1	Import LC	ABCABC	Pending Authorisation		Issuance A
4	5424976-NEW COMPANY 3-1	Import LC	COPYTRS	Incomplete		Issuance A
5	5425123-NEW COMPANY 3-14	Import Collection		Incomplete	2.53031E+11	Payment A
6	5424968-NEW COMPANY GROUP 3-1	Import LC	TEST1CARRA	Pending Authorisation		Issuance A
7	5424976-NEW COMPANY 3-1	Import LC	28052009CT	Incomplete		Issuance A
8	5424968-NEW COMPANY GROUP 3-1	Import LC	DFDFDFDFD	Incomplete		Issuance A
9	5424968-NEW COMPANY GROUP 3-1	Import LC	1234REDSW	Incomplete		Issuance A
10	5425123-NEW COMPANY 3-14	Import LC	TEST123	Incomplete		Issuance A
11	5424976-NEW COMPANY 3-1	Import LC	DEFECT73	Incomplete		Issuance A
12	5425077-NEW COMPANY 3-3	Import LC	NAPTEST20APR2009	Incomplete		Issuance A
13	5425077-NEW COMPANY 3-3	Import LC	NAPTESTDEFECT73	Pending Authorisation		Issuance A
14	5425077-NEW COMPANY 3-3	Import LC	NAPTESTLC27APR	Incomplete		Issuance A
15	5425077-NEW COMPANY 3-3	Import LC	RETEST DEFECT747	Pending Authorisation	1.08011E+11	Amendmen
16	5425107-NEW COMPANY 3-2	Import LC	123CHK123	Pending Authorisation		Issuance A
17	5425107-NEW COMPANY 3-2	Import LC	COMPREFDATA	Pending Authorisation		Issuance A
18	5424968-NEW COMPANY GROUP 3-1	Guarantee	QQQQQQQQQQQQQQQQ	Incomplete - Validated		Issuance A
19	5424976-NEW COMPANY 3-1	Import Collection	CMPREFIBC	Pending Authorisation	2.53031E+11	Message
20	5424976-NEW COMPANY 3-1	Import Collection	CMPREFIBC	Pending Authorisation	2.53031E+11	Payment A
21	5424976-NEW COMPANY 3-1	Import LC	UAT TEST 2	Pending Authorisation		Issuance A
22	5424976-NEW COMPANY 3-1	Import LC	MAR18ROBCHKS	Pending Authorisation	2.53012E+11	Amendmen
23	5424976-NEW COMPANY 3-1	Import LC	RETEST 694	Pending Authorisation	2.53012E+11	Message
24	5425107-NEW COMPANY 3-2	Guarantee	MULTILING-POIE	Pending Authorisation	6.2802E+11	Amendmen
25	5424968-NEW COMPANY GROUP 3-1	Import LC	TESTLC	Incomplete		Issuance A
26	5424976-NEW COMPANY 3-1	Guarantee	D	Incomplete		Issuance A
27	5424976-NEW COMPANY 3-1	Import LC	UAT TEST 3	Pending Authorisation		Issuance A
28	5424968-NEW COMPANY GROUP 3-1	Shipping Guarantee	A	Incomplete		Issuance A
29	5424976-NEW COMPANY 3-1	Import LC	DEFECT 694-1	Pending Authorisation		Issuance A
30	5424976-NEW COMPANY 3-1	Guarantee	DEFECT 3476-1	Pending Authorisation		Issuance A
31	5424976-NEW COMPANY 3-1	Shipping Guarantee	SGT200309005	Pending Authorisation		Issuance A
32	5425077-NEW COMPANY 3-3	Shipping Guarantee	SDFGSGSD	Pending Authorisation		Issuance A
33	5424968-NEW COMPANY GROUP 3-1	Import LC	ABC1234	Pending Authorisation		Issuance A

16.5 Bulk Functions

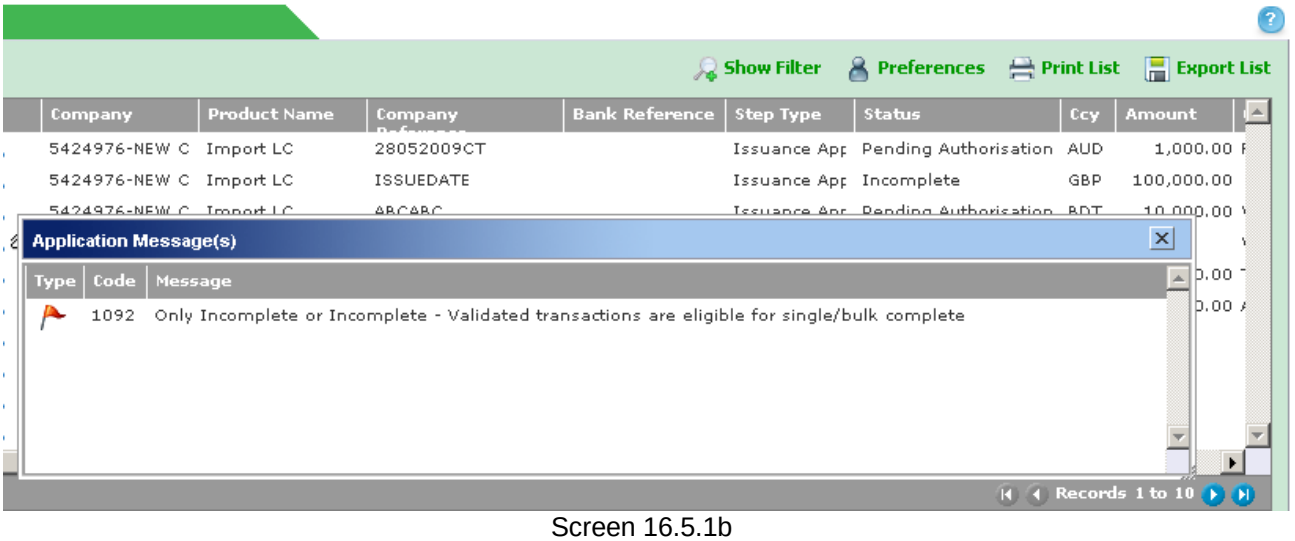
16.5.1 Bulk Complete

This feature allows the user to select more than one transaction at the same time and “Complete” the data entry of the application with full validations. The system will perform the validations required for the particular application and display the relevant results to the user.


Edit
Show Filter
Preferences
Print List
Export List
Company
Product Name
Company Reference
Status
Bank Reference
Step Type
Ccy
Amount
Counter Party
Txn Date
Issue D
8456968-SOLUT Export Direct Collect EDC A4M 1 Pending Autho Issuance App AED 1.00 DRAWEE1 05/09/2012 05/09/2
8456968-SOLUT Export Direct Collect EDC A4M 2 Pending Autho Issuance App AED 1.00 DRAWEE1 05/09/2012 05/09/2
8456968-SOLUT Export Direct Collect EDC A4M 3 Pending Autho Issuance App AED 1.00 DRAWEE1 05/09/2012 05/09/2
8456968-SOLUT Import LC CUAT MOB 2/9 E Rejected by Au Issuance App USD 1.00 SG DR 23AUG PF 03/09/2012 30/08/2
8456968-SOLUT Export Direct Collect EDC MOB 2/9 E Rejected by Au Issuance App GBP 1.00 DRAWEE1 02/09/2012 30/08/2
8456968-SOLUT Import LC CUAT MOB 2/9 A Rejected by Au Issuance App USD 1.00 SG DR 23AUG PF 02/09/2012 30/08/2
8456968-SOLUT Export Direct Collect EDC MOB 2/9 C Pending Autho Issuance App GBP 1.00 DRAWEE1 30/08/2012 30/08/2
8456968-SOLUT Export Direct Collect EDC MOB 2/9 D Pending Autho Issuance App GBP 1.00 DRAWEE1 30/08/2012 30/08/2
8456968-SOLUT Guarantee MOB GTEE 2/9 A Pending Autho Issuance App HKD 1.00 AAAAAAAAAAAA 30/08/2012 30/08/2
8456968-SOLUT Guarantee MOB GTEE 2/9 B Pending Autho Issuance App HKD 1.00 AAAAAAAAAAAA 30/08/2012 30/08/2
8456968-SOLUT Guarantee MOB GTEE 2/9 C Pending Autho Issuance App HKD 1.00 AAAAAAAAAAAA 30/08/2012 30/08/2
8456968-SOLUT Guarantee MOB GTEE 2/9 D Pending Autho Issuance App HKD 1.00 AAAAAAAAAAAA 30/08/2012 30/08/2
8456968-SOLUT Guarantee MOB GTEE 2/9 E Pending Autho Issuance App HKD 1.00 AAAAAAAAAAAA 30/08/2012 30/08/2
8456968-SOLUT Guarantee CUAT 150812 AAA Rejected by Au Issuance App AUD 1.00 AAAAAAAAAAAA 16/08/2012 15/08/2
8456968-SOLUT Guarantee CUAT 150812 CCC Pending Autho Issuance App AUD 1.00 AAAAAAAAAAAA 15/08/2012 15/08/2
8456968-SOLUT Guarantee CUAT 150812 DDD Pending Autho Issuance App INR 1.00 AAAAAAAAAAAA 15/08/2012 15/08/2
8456968-SOLUT Guarantee CUAT MOBGTE 8/8H Rejected by Au Issuance App AED 1.00 AAAAAAAAAAAA 13/08/2012 08/08/2
8456968-SOLUT Export Direct Collect CUAT EDCMOB 8/8D Rejected by Au Issuance App HKD 1.00 DRAWEE1 10/08/2012 08/08/2
8456968-SOLUT Export Direct Collect CUAT EDCMOB 8/8E Rejected by Au Issuance App HKD 1.00 DRAWEE1 10/08/2012 08/08/2
8456968-SOLUT Export Direct Collect CUAT EDCMOB 8/8F Rejected by Au Issuance App HKD 1.00 DRAWEE1 10/08/2012 08/08/2
Records 1 to 20
Complete
Print

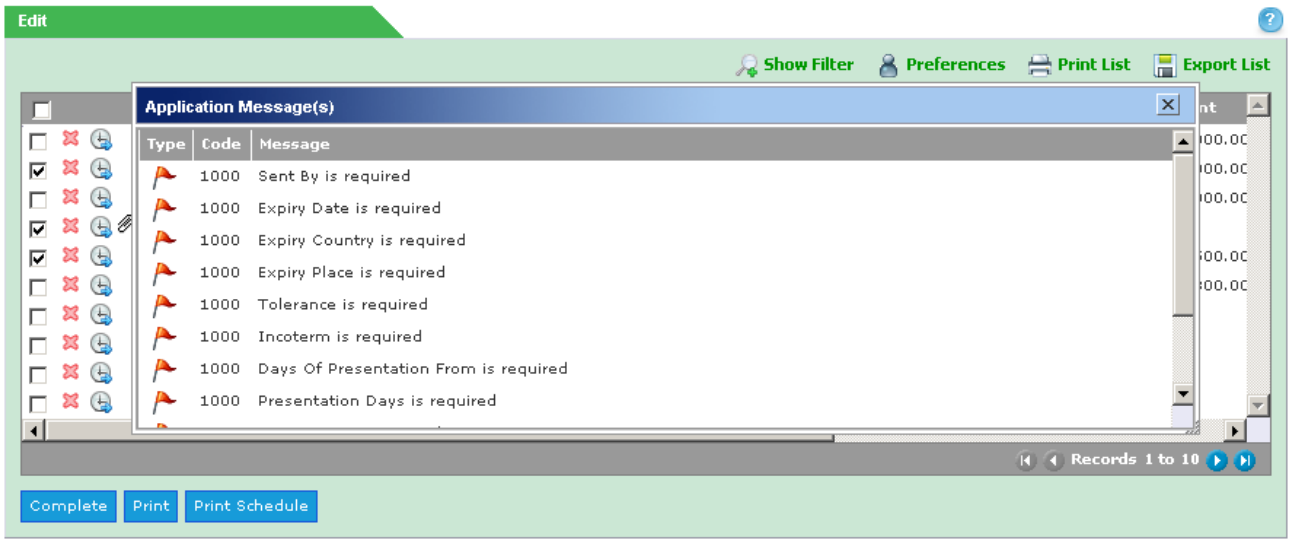
Screen 16.5.1a

Only the “Incomplete” and “Incomplete-Validated” transactions will be available for users to do Bulk Complete. If the users select transactions with other status, system will prompt them an error message as shown in the below screen shot.



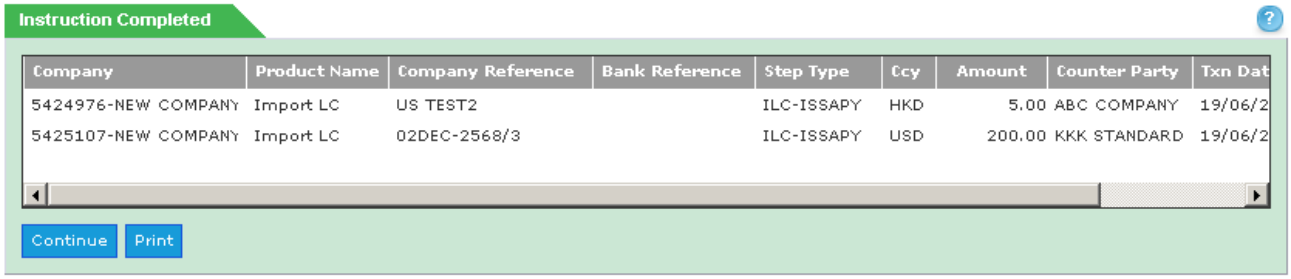
Screen 16.5.1b

Select the required transactions you wish to do bulk complete by selecting the check boxes and click on the Complete button.
If there are any validation errors, the system will display the error messages as shown in below screen for you to correct first before completing the application(s).



Screen 16.5.1c

If there are no problems with the created transactions, then the system will display acknowledgement message on the completion of the transaction as shown below.



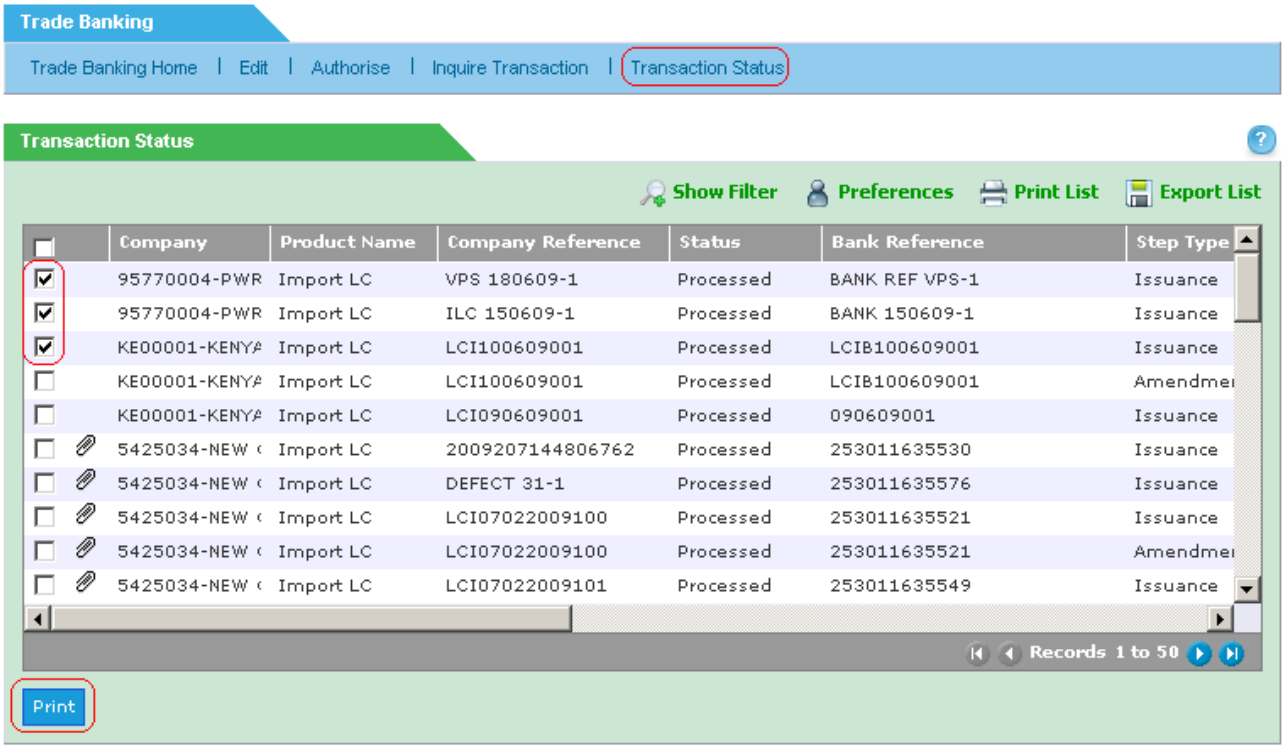
Screen 16.5.1d

16.5.2 Bulk Print of Customer Transactions

This feature allows the user to print more than one transaction in one click on the “Print” button. System will generate the reports online in the PDF format for the users.

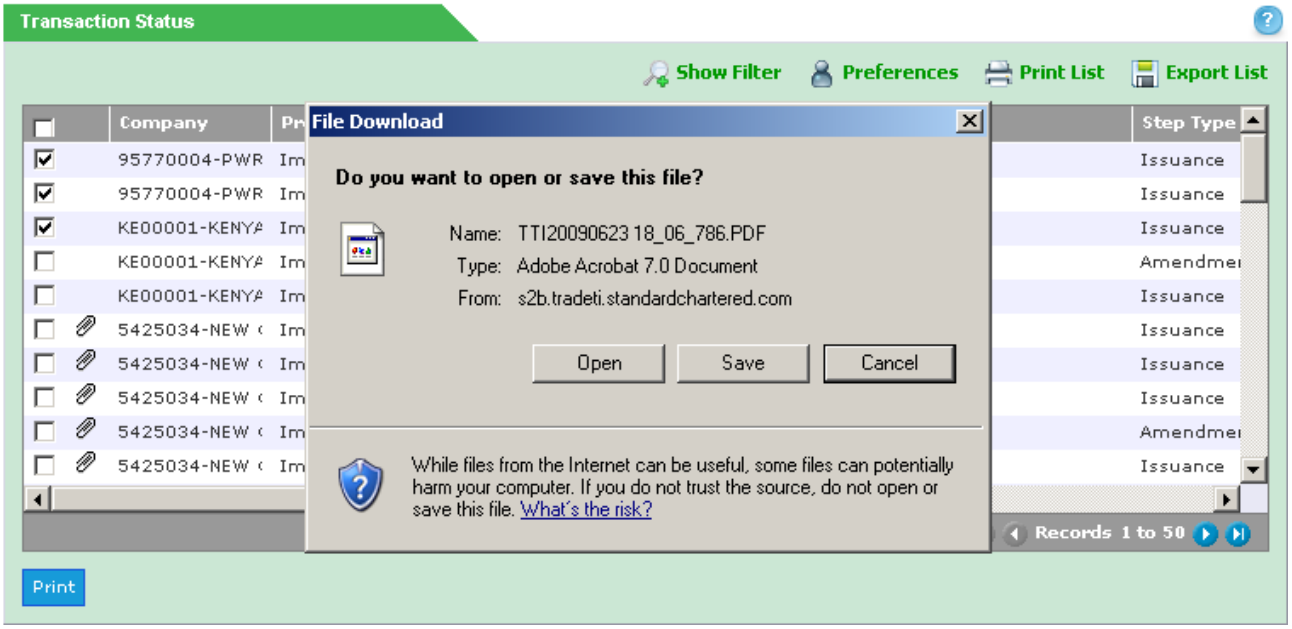
Users can access this feature from the following screens on the Trade Banking system.

Blue Task Bar on Trade Banking Home Page	Edit, Authorize and Transaction Status links
Trade Transactions Statistics Window	All the Incoming and Outgoing links


Trade Banking
Trade Banking Home | Edit | Authorise | Inquire Transaction | Transaction Status
Transaction Status
Show Filter
Preferences
Print List
Export List
Company
Product Name
Company Reference
Status
Bank Reference
Step Type
95770004-PWR Import LC VPS 180609-1 Processed BANK REF VPS-1 Issuance
95770004-PWR Import LC ILC 150609-1 Processed BANK 150609-1 Issuance
KE00001-KENYA Import LC LCI100609001 Processed LCIB100609001 Issuance
KE00001-KENYA Import LC LCI100609001 Processed LCIB100609001 Amendmer
KE00001-KENYA Import LC LCI090609001 Processed 090609001 Issuance
5425034-NEW (Import LC 2009207144806762 Processed 253011635530 Issuance
5425034-NEW (Import LC DEFECT 31-1 Processed 253011635576 Issuance
5425034-NEW (Import LC LCI07022009100 Processed 253011635521 Issuance
5425034-NEW (Import LC LCI07022009100 Processed 253011635521 Amendmer
5425034-NEW (Import LC LCI07022009101 Processed 253011635549 Issuance
Records 1 to 50
Print

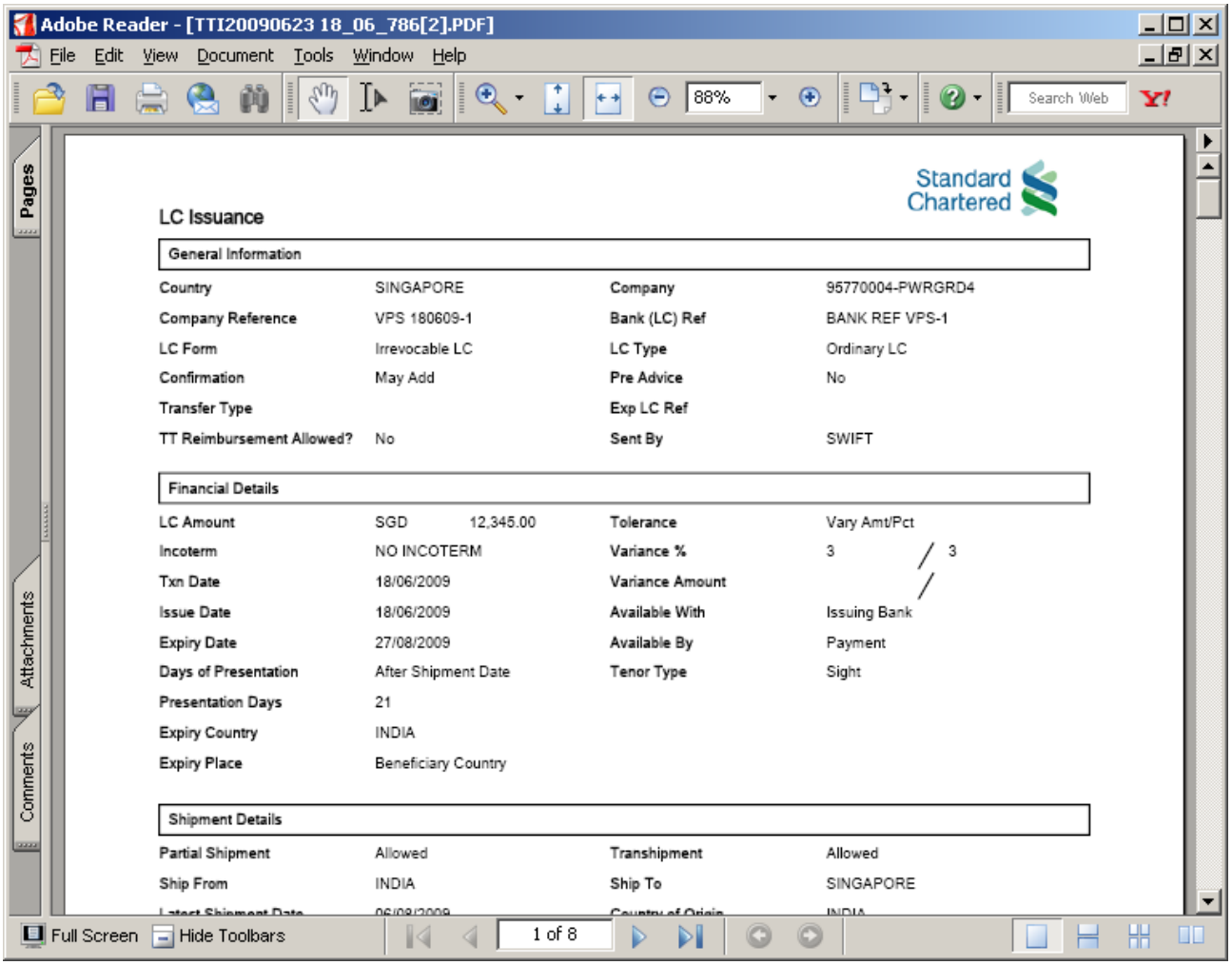
Screen 16.5.2a

The user can select the transaction using the check boxes available before each transaction or the main checkbox available before the column headings. Click on the button ‘Print’ for printing the report in PDF document.



Screen 16.5.2b

Click on the Open button to open the report in PDF online as or Save to save it to your local PC for future use. You can scroll down to see all the transactions in the same PDF document. You can use the Print icon in the Adobe to print the transaction on paper.



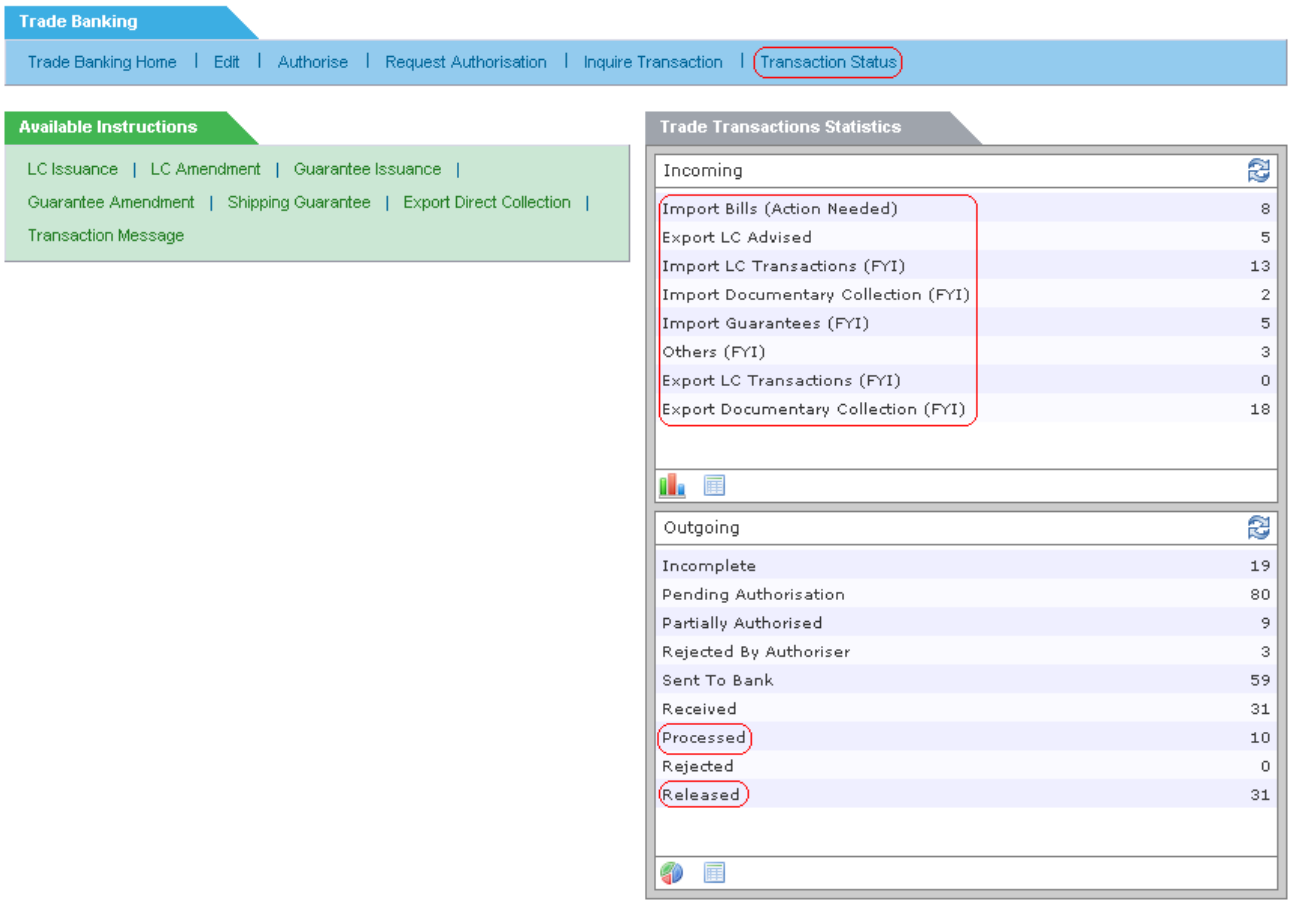
Screen 16.5.2c

16.5.3 Bulk Print of Bank Documents

This feature allows the user to print all the attachments received from bank along with the transactions downloaded by the bank. System will generate the reports online in the PDF format for the users. This feature is applicable only for transactions that are received from bank and the status of those transactions should be either in ‘Released’ or ‘Processed’ status.

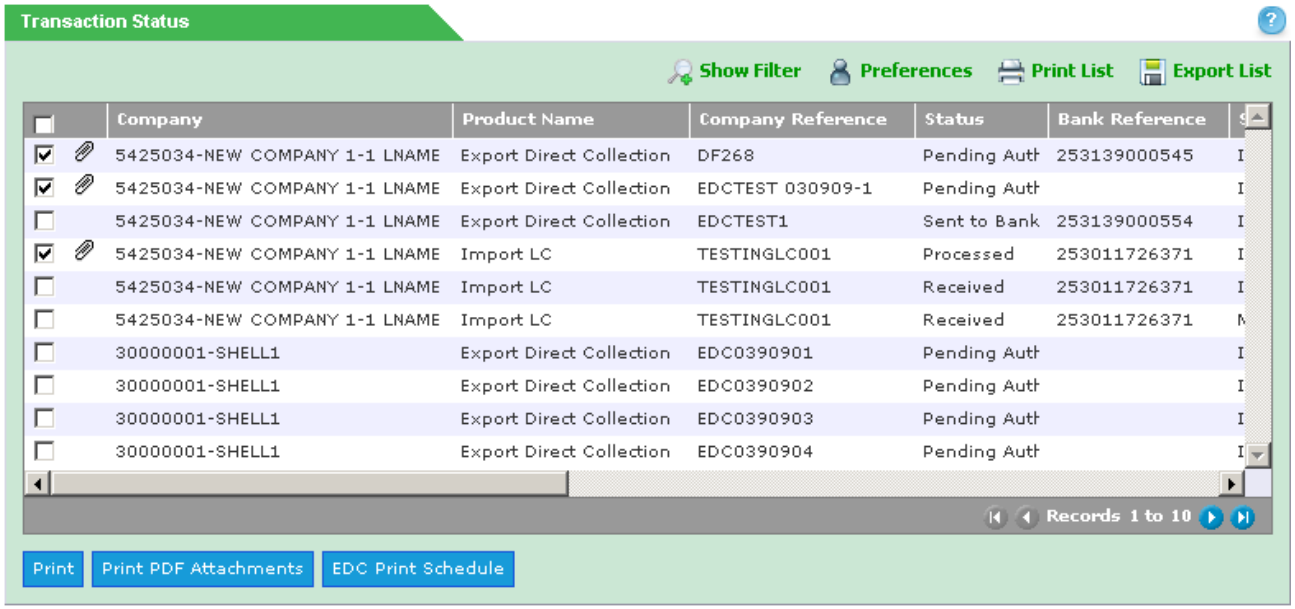
User can access this feature by clicking on a button called ‘Print PDF Attachment’ from these following screens:

- Transaction Status screen
- All FYI folders under Trade Transaction Statistics window
- Import Bills (Action needed) view
- Export LC Advised view
- Processed view
- Released view


Trade Banking
Trade Banking Home | Edit | Authorise | Request Authorisation | Inquire Transaction | Transaction Status
Available Instructions
LC Issuance | LC Amendment | Guarantee Issuance |
Guarantee Amendment | Shipping Guarantee | Export Direct Collection |
Transaction Message
Trade Transactions Statistics
Incoming
Import Bills (Action Needed) 8
Export LC Advised 5
Import LC Transactions (FYI) 13
Import Documentary Collection (FYI) 2
Import Guarantees (FYI) 5
Others (FYI) 3
Export LC Transactions (FYI) 0
Export Documentary Collection (FYI) 18
Outgoing
Incomplete 19
Pending Authorisation 80
Partially Authorised 9
Rejected By Authoriser 3
Sent To Bank 59
Received 31
Processed 10
Rejected 0
Released 31

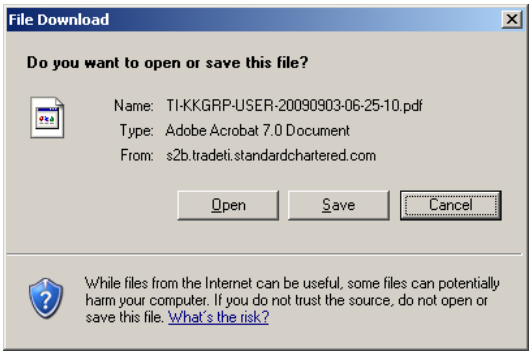
Screen 16.5.3a

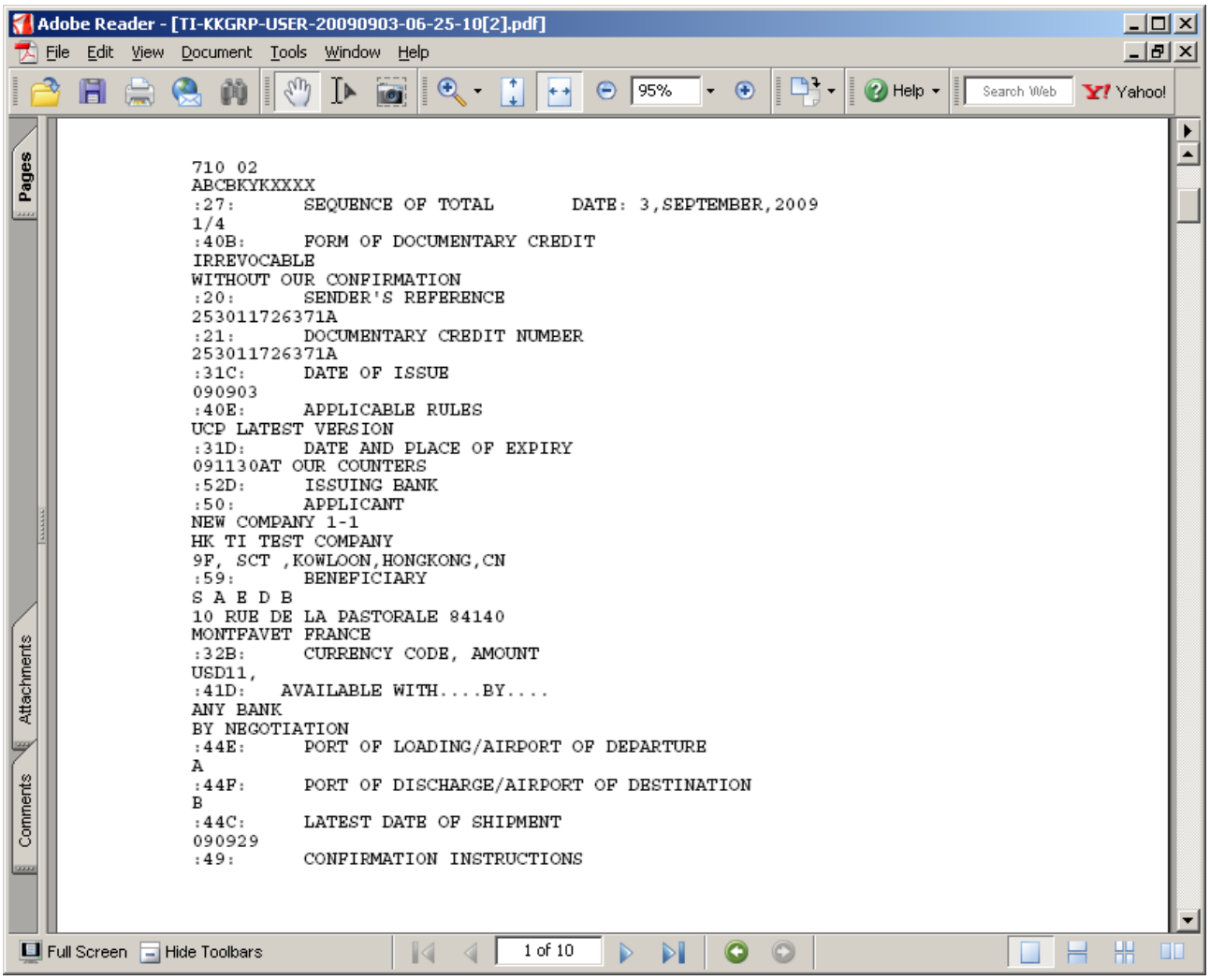
The user can select the transaction by clicking on the check box available before each transaction where the attachment (📎) icon is present. Click on the button 'Print' for printing the report in PDF document.


Transaction Status
Show Filter
Preferences
Print List
Export List
Company
Product Name
Company Reference
Status
Bank Reference
5425034-NEW COMPANY 1-1 LNAME Export Direct Collection DF268 Pending Auth 253139000545
5425034-NEW COMPANY 1-1 LNAME Export Direct Collection EDCTEST 030909-1 Pending Auth
5425034-NEW COMPANY 1-1 LNAME Export Direct Collection EDCTEST1 Sent to Bank 253139000554
5425034-NEW COMPANY 1-1 LNAME Import LC TESTINGLC001 Processed 253011726371
5425034-NEW COMPANY 1-1 LNAME Import LC TESTINGLC001 Received 253011726371
5425034-NEW COMPANY 1-1 LNAME Import LC TESTINGLC001 Received 253011726371
30000001-SHELL1 Export Direct Collection EDC0390901 Pending Auth
30000001-SHELL1 Export Direct Collection EDC0390902 Pending Auth
30000001-SHELL1 Export Direct Collection EDC0390903 Pending Auth
30000001-SHELL1 Export Direct Collection EDC0390904 Pending Auth
Records 1 to 10
Print
Print PDF Attachments
EDC Print Schedule

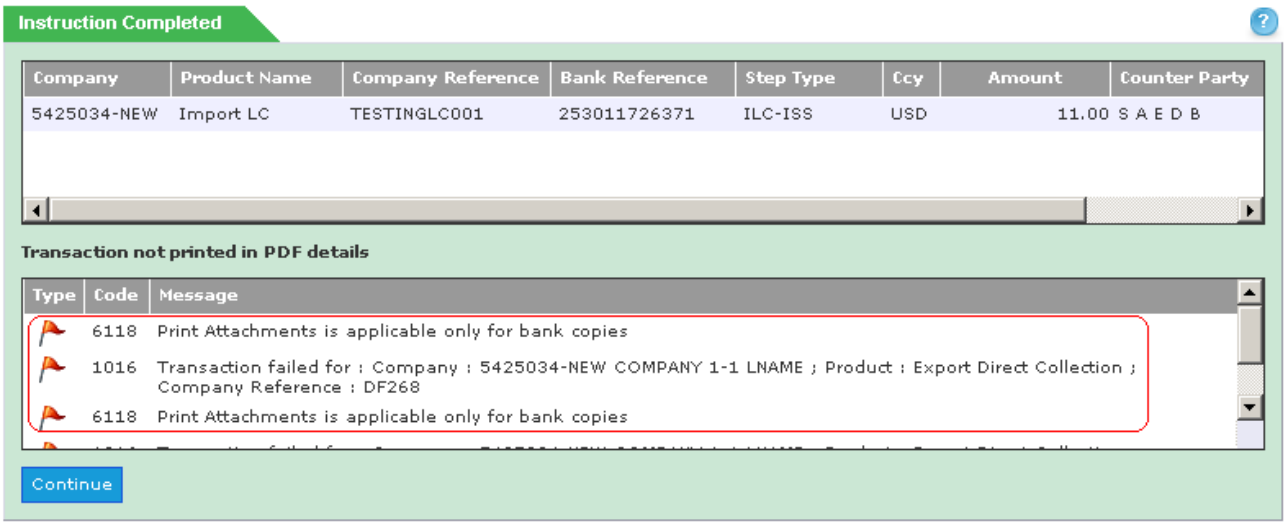
Screen 16.5.3b

Click on the Open button to open the report in PDF online or Save to save it to your local PC for future use. You can scroll down to see all the transactions in the same PDF document. You can use the Print icon in the Adobe to print the transaction on paper.


File Download
Do you want to open or save this file?
Name: TI-KKGRP-USER-20090903-06-25-10.pdf
Type: Adobe Acrobat 7.0 Document
From: s2b.tradeti.standardchartered.com
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?



For the transaction where the bulk print of attachments cannot be performed, the system will display a consolidated error message for all such transactions as shown below.

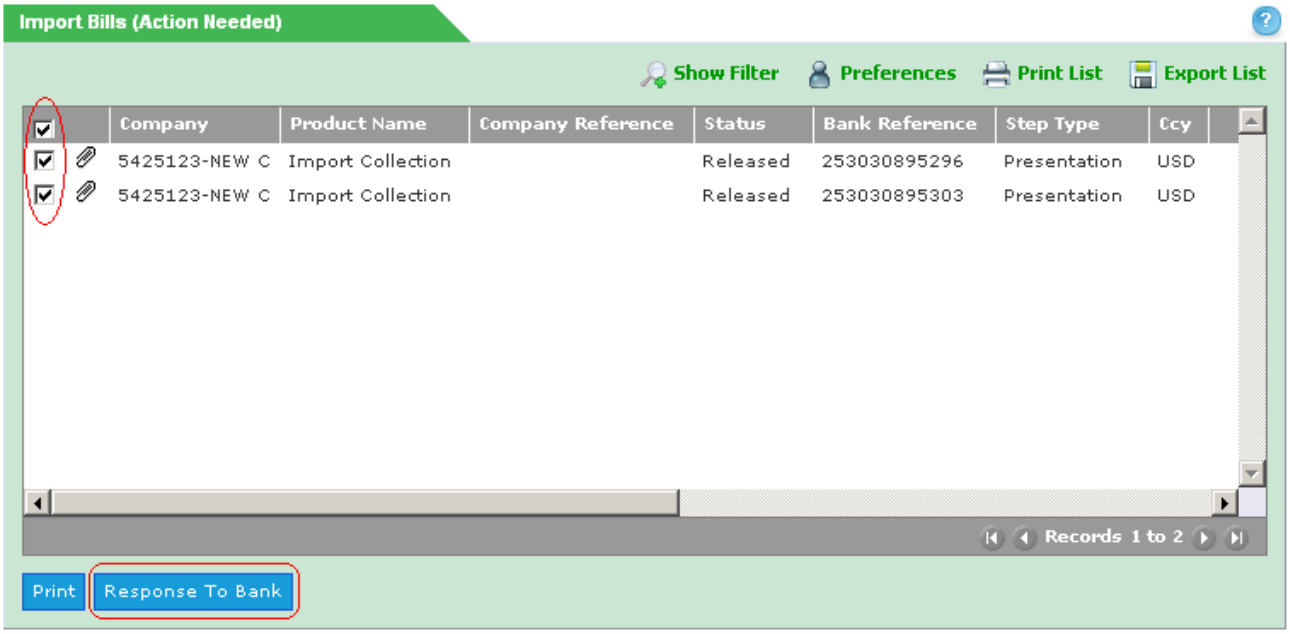


Screen 16.5.3c

16.5.4 Bulk Action on Import Bills

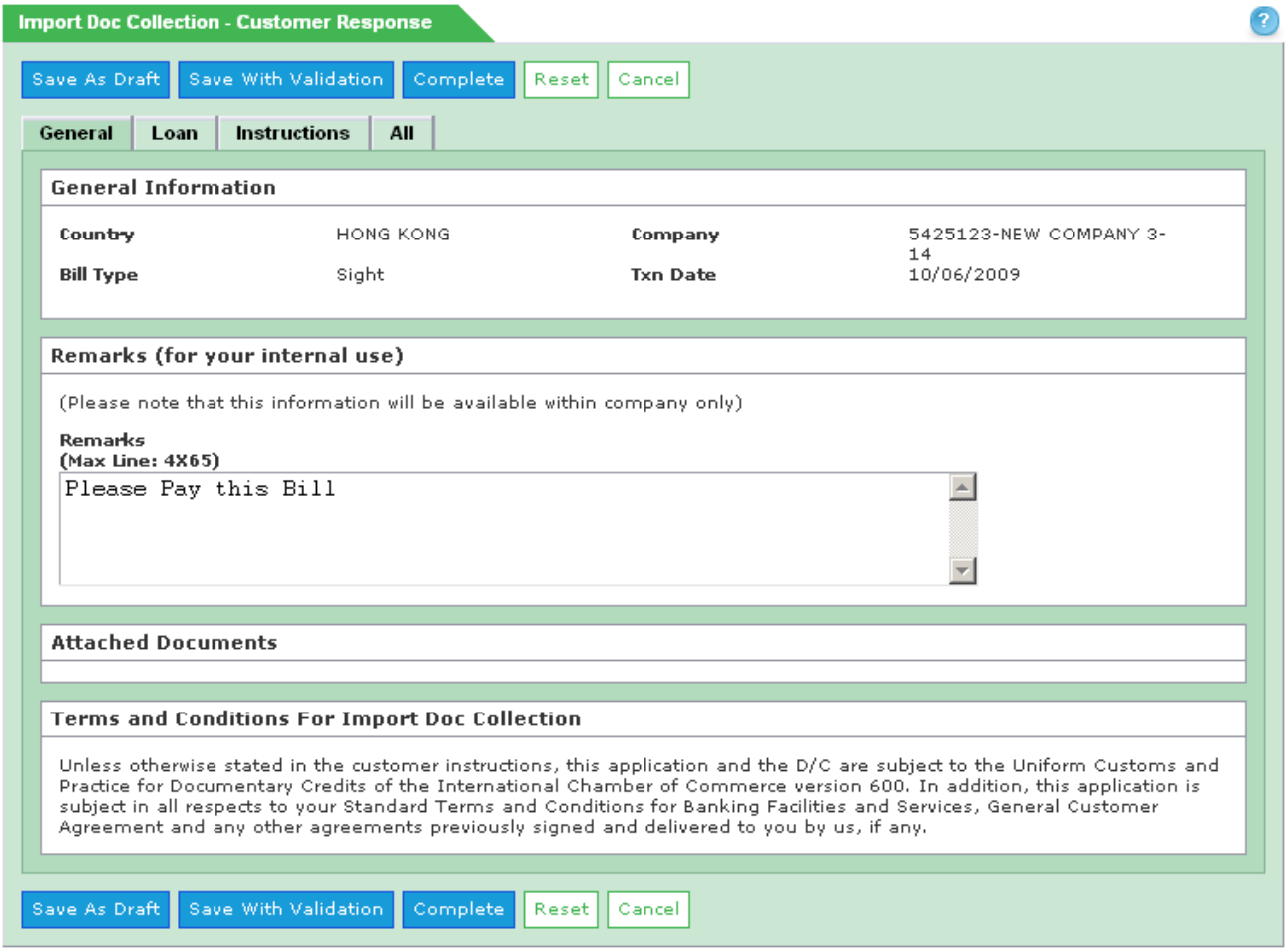
The feature is available for users to give payments instructions on more than one Import Bill transactions at the same time. They can access this feature by going into the Trade Transactions Statistics – Incoming – Import Bills (Action Needed) link. The user can select more than one transaction and give instruction to bank in a single step.

The user can select the transaction using the check boxes available before each transaction or the main checkbox available before the column headings as shown in the screen below.



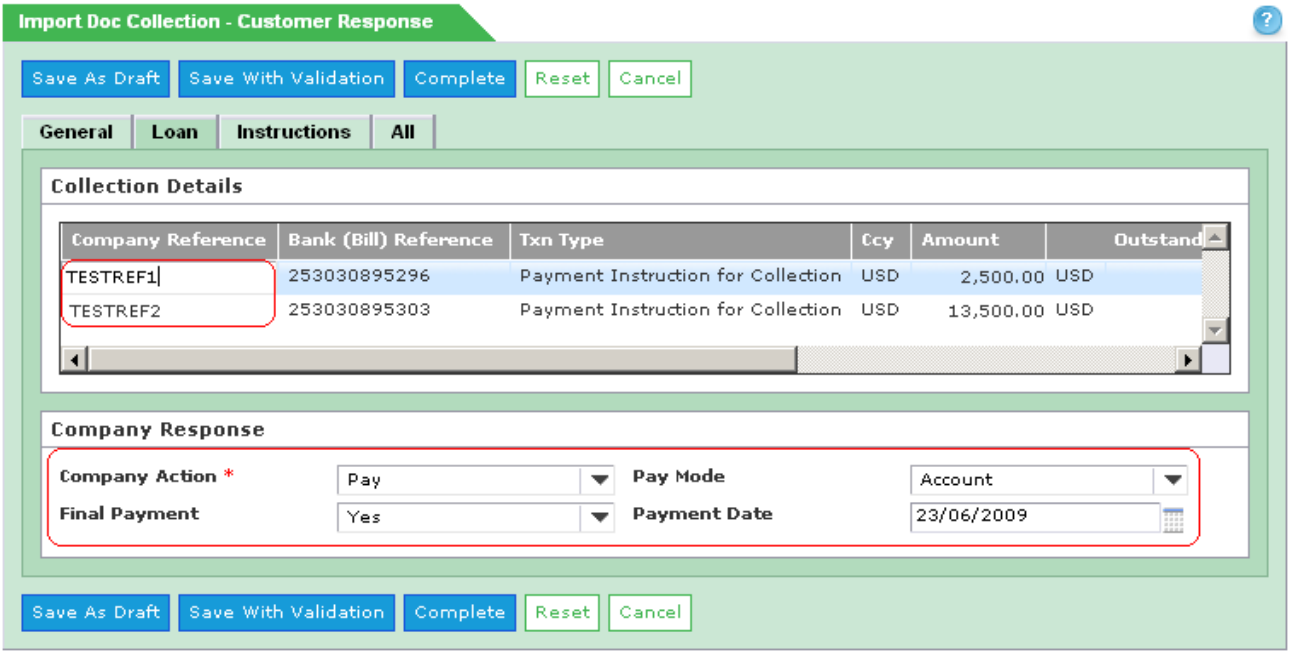
Screen 16.5.4a

Upon clicking the button “Response To Bank”, the user will be taken to the screen as shown below where all the Transaction Details are shown appropriately under different tabs like General, Loan and Instructions. The basic details of the Bill are shown in General tab.


Import Doc Collection - Customer Response
Save As Draft
Save With Validation
Complete
Reset
Cancel
General
Loan
Instructions
All
General Information
Country
HONG KONG
Company
5425123-NEW COMPANY 3-14
Bill Type
Sight
Txn Date
10/06/2009
Remarks (for your internal use)
(Please note that this information will be available within company only)
Remarks
(Max Line: 4X65)
Please Pay this Bill
Attached Documents
Terms and Conditions For Import Doc Collection
Unless otherwise stated in the customer instructions, this application and the D/C are subject to the Uniform Customs and Practice for Documentary Credits of the International Chamber of Commerce version 600. In addition, this application is subject in all respects to your Standard Terms and Conditions for Banking Facilities and Services, General Customer Agreement and any other agreements previously signed and delivered to you by us, if any.
Save As Draft
Save With Validation
Complete
Reset
Cancel

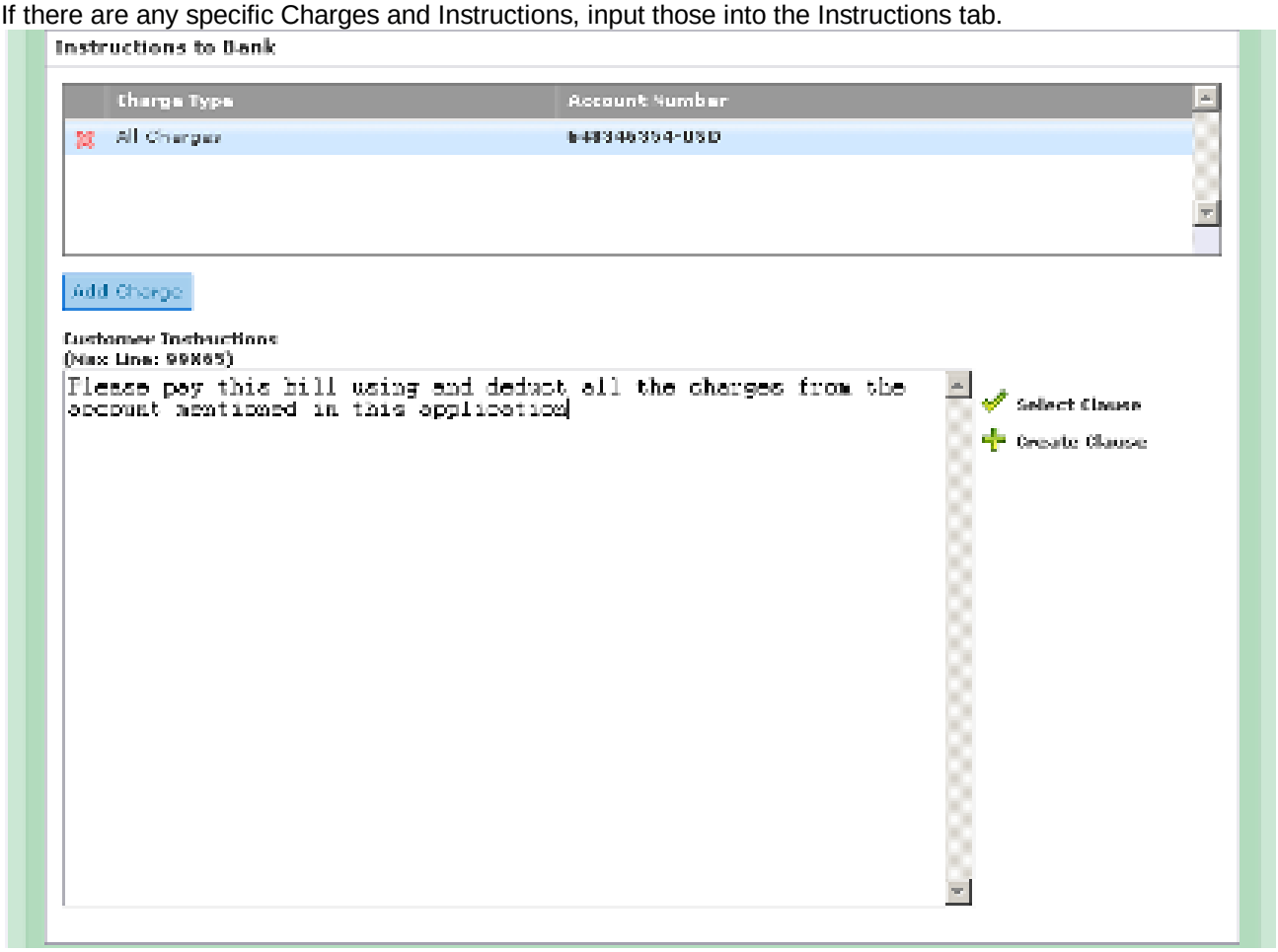
Screen 16.5.4b

The Bill Details are shown in the Loan Tab. User has to input their Reference Numbers for each Bill as shown in the Collection Details section. For Payment instruction, user should click on the Pay action and select the appropriate method to pay.



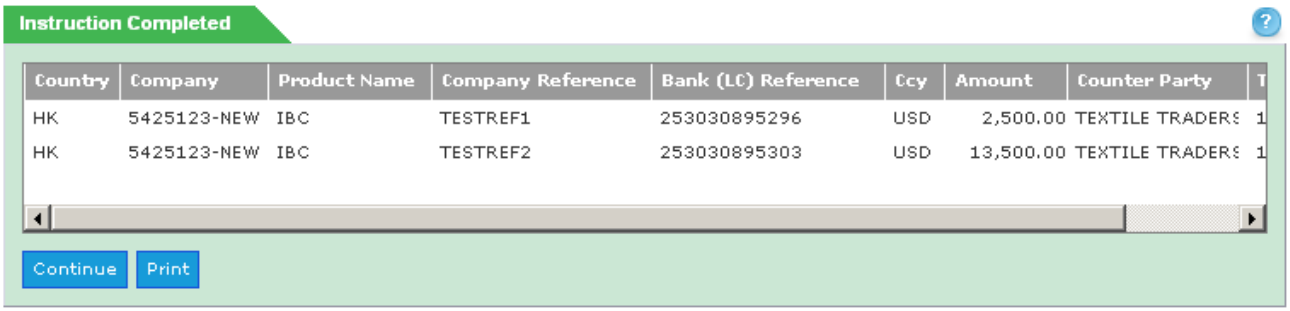
Screen 16.5.4.c

If there are any specific Charges and Instructions, input those into the Instructions tab.



Screen 16.5.4d

After completing the details, click on the complete button to send the instructions to the bank.

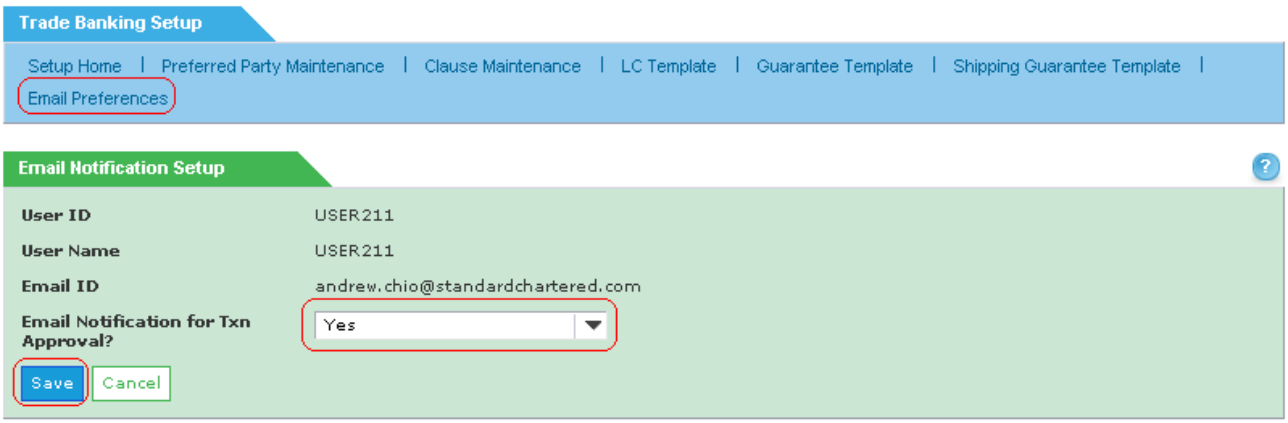


Screen 16.5.4e

16.6 Email Preferences

This feature is used by the clients to subscribe for the email notifications to be received from the system on their transactions. For e.g. if the Operator have successfully created the transaction and sent to the Approver for authorizing the transaction, the approver can use this screen to subscribe for an email service each time to remind when there is transaction to be authorized.

This screen can be accessed from Trade Finance > Transactions > Trade Banking Setup > Email Preferences.



Screen 16.6a

The user can see their ID, Name and the Email ID that they have registered with the Bank displayed on the screen.

Select the option “Yes” from the drop-down list if you wish to subscribe for the email service, otherwise choose “No”.

If the service is already enabled, you can always come to this screen and disable the subscription by selecting “No” in the drop-down list.

Click on “Save” button to confirm the subscription.

Screen 16.6b

17 Appendix

17.1 List of Transaction Status

Status	Description
Incomplete	This will display the number of transactions that still require input and / or corrections by the customer user.
Pending Authorisation	This denotes the number of transactions that still require internal authorisation from the customer
Partially Authorised	This will display the number of transactions that still require signing off from the Customer's final signer.
Fully Authorised	This denotes the total number of transactions that are fully signed and ready to be sent to the bank.
Rejected By Authoriser	This displays the number of transactions that are rejected by the authoriser.
Sent to Bank	This displays the number of transactions that have already been sent to the bank.
Received	This displays the number of transactions that have been received by the bank.
Processed	This displays the total number of transactions that have been processed by the bank.
Rejected	This denotes the number of transactions submitted by customer that are rejected by the bank.
Invalidated	If customer creates a 'Response to bank' and doesn't send it to Back Office, and subsequently the next step gets downloaded from BO (which could be APA step), the status of customer copy would be set as 'Invalidated'. Because customer can't work on that step any more.
Closed	This status denotes all transactions that are Closed deals or 'Rejected' (Rejected by Bank)
Outstanding	This status denotes all transactions that are Released or Processed (the deal should be outstanding) by the bank
Unprocessed	This status denotes all transactions that are either pending at the client's end or received by the bank but not yet released or processed.

17.2 LC Issuance - List of Values Definition

Field Name	List of Values	Definition
LC Form	• Irrevocable • Transferable	**Irrevocable L/Cs -** may not be modified or cancelled by the buyer. The buyer's issuing bank must follow through with payment to the seller so long as the seller complies with the conditions listed in the letter of credit. **Transferable LC** - allows the seller to transfer all or part of the proceeds of the original letter of credit to a second beneficiary, usually the ultimate supplier of the goods.
LC Type	• Ordinary L/C • Back to Back • Quasi Back-To-Back • Re-Shipment • Red-Clause • Capital Goods • Transferred L/C • Standby L/C	**Ordinary L/C** - A regular L/C. **Back to Back** - A secondary L/C issued on the strength of a master L/C. **Quasi Back-To-Back** - A L/C issued for raw materials against Master L/C for finished goods. **Re-shipment** - A L/C issued for reshipment of goods. **Red-Clause** - A Letter of Credit containing a condition that authorizes the Advising Bank or any other Nominated Bank to make advances to the Beneficiary before presentation of documents. **Capital Goods** - A L/C issued for the purchase of capital equipment for own use. **Transferred L/C** - A transferable credit is one that can be transferred in whole or in part by the original (first) beneficiary to one or more other parties (second beneficiaries). **Standby L/C** - A Letter of Credit that guarantees for the performance of obligations owed by the applicant to the beneficiary

Confirmation	• May Add • No • Not Applicable • Yes	**May Add -** May add confirmation subject to Beneficiary's consent, charges are for account of beneficiary. **No -** Authorized not to add confirmation. **Not Applicable -** Not applicable **Yes -** Authorize to add confirmation.
Pre Advice	• Yes • No	**Yes** - if the LC has been Pre advised **No** – LC is not pre advised
TT Reimbursement Allowed	• Yes • No	**Yes** – Payment can be reimbursed by Negotiation Bank after beneficiary presents the documents **No** – Cannot reimburse until the documents are checked by Issuing Bank
Sent By	• Airmail • By Hand • Courier • Mail • Reg Mail • Speed Post • SWIFT	**Airmail** – LC advised by air mail **By Hand** – LC advised by Hand **Courier** – LC advised by courier **Mail** – LC advised by ordinary mail **Reg Mail** – LC advised by registered mail **Speed Post** – LC advised by speed post **SWIFT** – If LC is required immediate transmission via secure bank-to-bank electronic communication
Tolerance	• About (+/- 10%) • Exactly • Not Exceeding • Vary Amt/Pct	**About (+ / -10%):** Drawing amount can be varied by + / - 10% of L/C amount. **Exactly**: Drawing must be exactly as L/C amount. **Not Exceeding**: Drawing must not exceed L/C amount (can be less). **Vary Amt/Pct**: Drawing amount can be varied by a specified amount or percentage.
Inco term	• CFR • CIF • CIP • CPT • DAF • DDP • DDU • DEQ • DES • EXW • FAS • FCA • FOB	**CFR -** Cost and Freight **CIF –** Cost, Insurance and Freight **CIP –** Carriage and Insurance Paid **CPT –** Carriage Paid **DAF –** Delivered At Frontier **DDP** – Delivered Duty Paid **DDU –** Delivered Duty Unpaid **DEQ** – Delivered Ex Quay **DES** – Delivered Ex Ship **EXW** – EX Works **FAS** – Free Alongside Ship **FCA** – Free Carrier **FOB** – Free on Board
Available With	• Advising Bank • Issuing Bank • Any Bank	**Advising Bank**: LC Advising Bank **Issuing Bank**: LC Issuing Bank **Any Bank:** Any Bank, only applicable if Settlement By is Negotiation.
Available By	• Acceptance • Deferred Payment • Negotiation • Payment	**Acceptance** : Payment is available at maturity, usually requires a draft. **Deferred Payment** : Payment is delayed until the time specified in the LC. **Negotiation** : Payment is available with nominated Bank. **Payment** : Payment is available immediately after presentation of the documents.
Tenor Type	• Sight • Usance • Installment	**Sight**: L/C is payable immediately upon presentation of required documents which complied with L/C terms. **Usance**: L/C is payable at a specified due date, or after a period of time from a specified event /condition. E.g. 30 days after draft date. **Instalment**: L/C is payable according to a specified instalment schedule.

Days of Presentation From	• After B/L/Awb/Tcn Date • After Bill of Lading Date • After Shipment Date • From B/L/Awb/Tcn Date • From Delivery Note • From Shipment Date • From The Date of Delivery • Within the Validity of Credit	This field specifies the number of days the documents must be presented following the date of any one of these values. This number of days after any of the valid dates should not be later than LC expiry date.
Expiry Place	• At our Counters • Beneficiary Country • Other	This field specifies the city or any other location where LC should be expired. **At our Counters** – Applicant's City or Country **Beneficiary Country** – Expires in beneficiaries country **Other** – please specify a specific location
Partial Shipment	• Allowed • Not Allowed	**Allowed** – Delivery of order is allowed in two or more consignments **Not Allowed** – Delivery of order is not allowed in more than one consignment
Trans Shipment	• Allowed • Not Allowed	**Allowed** - Unloading and loading of goods is allowed from one means of carriage to another during the course of the journey of the goods. **Not Allowed** - Unloading and loading of goods is not allowed from one means of carriage to another during the course of the journey of the goods
Covered By	• Applicant • Not Applicable • Ultimate Buyer	**Applicant**: To be covered by Applicant **Not Applicable**: To be covered under mutual agreement between LC Applicant and Beneficiary. **Ultimate Buyer**: To be covered by Buyer
Charges Applicable in Transaction	• All Charges by Applicant • All Charges by Beneficiary • Other – Refer to Customer Instructions	**All charges by Applicant** - Applicant will pay for all charges during the life of the LC including all charges inside and outside of Singapore **All charges by Beneficiary** - Applicant will only pay for LC opening charges i.e. our charges related to opening the LC only, any other charges are for the account of the beneficiary **Other – Refer to customer instructions –** any special instructions given by customer in application form to handle the charges

17.3 Standby LC Issuance - List of Values Definition

Field Name	List of Values	Definition
Standby LC Form – STRUCTURED ONLY	• Irrevocable Standby • Irrevocable Transferable Standby	**Irrevocable Standby L/Cs -** A Letter of Credit that guarantees for the performance of obligations owed by the applicant to the beneficiary **Irrevocable Transferable Standby LC** - A transferable credit is one that can be transferred in whole or in part by the original (first) beneficiary to one or more other parties (second beneficiaries).
LC Format	• Structured • Unstructured	**Structured** - Standby Letter of credit format conforms to SWIFT MT700 format and valid delivery method depends on combination of following fields: 1. SBLC Format 2. Applicable Rules 3. Sent By **Unstructured** - Standby Letter of Credit format confirms with SWIFT MT760 format and may be sent via any method of delivery available.
Evergreen	• Evergreen • Fixed Expiry	**Evergreen –** A contract provision that automatically renews the length of the agreement after a predetermined period, unless notice for termination is given. **Fixed expiry -** the last day of a fixed period of time stipulated in the undertaking

Confirmation – STRUCTURED ONLY	• May Add • No • Not Applicable • Yes	**May Add -** May add confirmation subject to Beneficiary's consent, charges are for account of beneficiary. **No -** Authorized not to add confirmation. **Not Applicable -** Not applicable **Yes -** Authorize to add confirmation.
Sent By	• Airmail • By Hand • Courier • Mail • Reg Mail • Speed Post • SWIFT	**Airmail** – LC advised by air mail **By Hand** – LC advised by Hand **Courier** – LC advised by courier **Mail** – LC advised by ordinary mail **Reg Mail** – LC advised by registered mail **Speed Post** – LC advised by speed post **SWIFT** – If LC is required immediate transmission via secure bank-to-bank electronic communication
Tolerance	• About (+/- 10%) • Exactly • Not Exceeding • Vary Amt/Pct	**About (+ / -10%):** Drawing amount can be varied by + / - 10% of L/C amount. **Exactly**: Drawing must be exactly as L/C amount. **Not Exceeding**: Drawing must not exceed L/C amount (can be less). **Vary Amt/Pct**: Drawing amount can be varied by a specified amount or percentage.
Available With – STRUCTURED ONLY	• Advising Bank • Issuing Bank • Any Bank • Reimbursing Bank	**Advising Bank**: LC Advising Bank **Issuing Bank**: LC Issuing Bank **Any Bank:** Any Bank, only applicable if Settlement By is Negotiation. **Reimbursing Bank**: Bank instructed and/or authorised to provide reimbursement.
Available By – STRUCTURED ONLY	• Acceptance • Deferred Payment • Mixed Payment • Negotiation • Payment	**Acceptance** : Payment is available at maturity, usually requires a draft. **Deferred Payment** : Payment is delayed until the time specified in the LC. **Mixed payment:** sight and usance payment term **Negotiation** : Payment is available with nominated Bank. **Payment** : Payment is available immediately after presentation of the documents.
Expiry Place	• At our Counters • Beneficiary Country • Other	This field specifies the city or any other location where LC should be expired. **At our Counters** – Applicant's City or Country **Beneficiary Country** – Expires in beneficiaries country **Other** – please specify a specific location
Partial Drawing	• Allowed • Not Allowed • Not Applicable	**Allowed** – presentation may be made for less than the full amount available **Not Allowed**
Charges Applicable in Transaction	• All Charges by Applicant • All Charges by Beneficiary • Other – Refer to Customer Instructions	**All charges by Applicant** - Applicant will pay for all charges during the life of the LC including all charges inside and outside of Singapore **All charges by Beneficiary** - Applicant will only pay for LC opening charges i.e. our charges related to opening the LC only, any other charges are for the account of the beneficiary **Other – Refer to customer instructions –** any special instructions given by customer in application form to handle the charges

17.4 Guarantee Issuance - List of Values Definition

Field Name	List of Values	Definition
Guarantee Type	• Advance Payment Bond • Banking Facilities Guarantee • Bid Tendor Bond • Goods/Service Guarantee • Others-Cgt(Fin) • Others-Cgt(Txn) • Performance Bond • Security Bond • Utility Guarantee	**Advance Payment Bond** – It is based on funds not goods. It may be Conditional or Unconditional, and is used when an Exporter requires an "advance" from the Beneficiary in order to commence / complete the contract. It is issued by or on behalf of the Exporter's bank (the Instructing/Issuing Bank) in favour of the Beneficiary. It provides an undertaking to refund to the Beneficiary any advance payment if the terms of the contract are not fulfilled, i.e. the goods or services are unsatisfactory or have not been delivered. **Performance Bond** - This is a Conditional or Unconditional bond issued by a bank guaranteeing that the Supplier/Seller will fulfill its obligations under the terms and conditions of the contract with the Buyer. It follows after a Bid/Tender Bond and is issued following the award of the contract. There is a stated penalty amount payable to the Beneficiary of the Bond if the Supplier does not perform, based on a percentage of the contract price.
Sent By	• By Hand • Courier • Mail • Reg. Airmail • SWIFT	**Airmail** – Sent by air mail **By Hand** – Sent by Hand **Courier** – Sent by courier **Mail** – Sent by ordinary mail **Reg Mail** – Sent by registered mail **Speed Post** – Sent by speed post **SWIFT** – Sent via secure bank-to-bank electronic communication
Guarantee Applicable Rules	• ISPR • None • Other • Urdg	These are the set of applicable rules or framework to harmonize international trade between the parties. For e.g. **URDG** – Uniform Rules for Demand Guarantees. Demand guarantee can provide protection against non-performance, late performance and even defective performance.
Charges Applicable in Transaction	• All Charges by Applicant • All Charges by Beneficiary • Other – Refer to Customer Instructions	**All charges by Applicant** - Applicant will pay for all charges during the life of the Guarantee including all charges inside and outside of Singapore **All charges by Beneficiary** - Applicant will only pay for Guarantee opening charges i.e. our charges related to opening the Guarantee only, any other charges are for the account of the beneficiary **Other – Refer to customer instructions –** any special instructions given by customer in application form to handle the charges
Expiry Type	• Evergreen • Fixed Expiry	**Evergreen** – Open ended Guarantee **Fixed Expiry** – Has a fixed expiry date for a Guarantee

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